SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. March 12, 2024

Needham Town Hall
Select Board Chamber & Zoom
Revised

Pursuant to Chapter 2 of the Acts of 2023, 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:

Link:
https://us02web.zoom.us/j/89068374046?pwd=UzBqaWIrNWZrSWdCQkpaZkJyd1RHQT09
Webinar ID: 890 6837 4046
Passcode: 221095
One-Tap Mobile: +13126266799,,89068374046#

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (as set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents 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**	Approve Sale of Bond Anticipation Note • David Davison, Deputy Town Manager/Director of Finance • Diane Ryan, Acting Town Treasurer/Collector
2.	**6:00**	Grant of Location Engineering Review Process • Carys Lustig, Director of Public Works • Tom Ryder, Town Engineer

3.	**6:00**	Public Hearing: Eversource Grant of Location – 70 Country Way • Joanne Callender, Eversource Representative
4.	**6:30**	Overview of Existing Stormwater Bylaw • Carys Lustig, Director of Public Works • Tom Ryder, Town Engineer • Justin Savignano, Assistant Town Engineer • Joe Prondak, Building Commissioner
5.	**6:45**	Great Plain Avenue Corridor Redesign – GPI Concept Presentation • Carys Lustig, Director of Public Works • Tyler Gabrielski, Director of Streets & Transportation • Carolyn Radisch, GPI Project Manager • John Diaz, GPI Principal-in-Charge
6.	**7:25**	Town Manager • Annual Town Meeting Warrant • Open May 13, 2024 Special Town Meeting • Climate Action Committee Composition & Charge • Parking Meter Policy • American Rescue Plan Act Funding • Town Manager Report
7.	**8:15**	Board Discussion • Committee Reports

APPOINTMENT CALENDAR

1.	Tyler Gabrielski	Transportation Safety Committee Term Exp: 6/30/2024

CONSENT AGENDA *Supporting Documents Attached

1.	Accept the following donation made to the Needham Health Division: • $1,000 from Darshana & Sandeep Thakore for Needham's Traveling Meals program
2.	Accept the following donations made to the Needham Free Public Library: • From the Friends of the Needham Free Public Library, $100 in honor of Alexander Jaszek; • From Heather and Andy Marsh, $500; • From the Needham Community Council, $100 for "Rethink the Internet" book clubbooks; • From Sue Kaplan, $100; • From Tova Speter, $55 for art books; and • From Lin Bain, $20 for art books.
3.	Accept the following donations made to the Needham Aging Services Division: • $15 from Fitzroy Danglad • $25 from David Embree • $50 from Carolann Fales • $25 from John Banik

4.	Approve and Sign Integrated Collective Bargaining Agreement between the Town and the Needham Independent Public Employee Association for the Period of July 1, 2022 – June 30, 2024.
5.	Approve a request from Rachel Happel, Temple Beth Shalom, to hold the road event "Matzah Madness 5K and Fun Run." The event is scheduled for Saturday, April 27, 2024, at 10:00 am – 1:00 pm. The event and route have been approved by the following departments: Fire, Police, and Public Works.
6.*	Approve minutes of February 13, 2024 Open Session and February 27, 2024 Open and Executive Session.
7.*	Approve and Sign Water Sewer Abatement #1325.
8.	Designate the Needham Town Hall as the Early Voting location for the Annual Town Elections and approve the Early Voting Hours as listed: Saturday, March 30, 10am-2pm, Monday, April 1, 10am-2pm, Tuesday, April 2, 10am-2pm & 7pm-9pm, Wednesday, April 3, 10am-2pm, Thursday April 4, 10am-2pm, and Friday, April 5, 10am-2pm.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 03/12/2024

Agenda Item	Approve Sale of Bond Anticipation Note
Presenter(s)	David Davison, Deputy Town Manager/Director of Finance Diane Ryan, Acting Town Treasurer/Collector

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

We will review the results of the bond anticipation note sale and discuss future borrowings with the Board.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motions: (please note there are six (6) motions to be acted upon by the Board)

Motion A
Move to approve the sale of $2,705,000 4.00 percent General Obligation Bond Anticipation Notes of the Town dated March 15, 2024 and payable June 14, 2024 (the "Notes"), to Fidelity Capital Markets, a Division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of $3,922.25.

Motion B
Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 29, 2024, and a final Official Statement dated March 6, 2024, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion C
Move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Motion D
Move that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

Motion E
Move that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Motion F
Move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

BACK UP INFORMATION ATTACHED

a. Cover Memo from Deputy Town Manager/Director of Finance Dated March 7, 2024 (60 pages)
b. Signed Certificate of Award $2,705,000 (1 page)
c. Final Official Statement Dated March 6, 2024 may be obtained at this link: https://www.needhamma.gov/DocumentCenter/View/45406/Needham-Note-Issue-for-2024-03-15 (143 pages)

Town of Needham
Finance Department

Memorandum

To: Select Board

From: David Davison, Deputy Town Manager/Director of Finance

CC: Kate Fitzpatrick, Town Manager; Cecilia Simchak, Assistant Director of Finance, Diane Ryan, Acting Treasurer/Collector; Michelle Vaillancourt, Town Accountant

Date: March 7, 2024

Re: Bond Anticipation Note Sale

The Town held a sale for a bond anticipation note (BAN) on Wednesday, March 6, 2024. The Town received five bids on the $2,705,000 BAN which will mature on June 14, 2024. This is positive that there are a number of lenders interested in the Town's debt. The lowest bidder, Fidelity Capital Markets offered a coupon rate of 4.00%, with a premium of $3,922.25 which results in a net interest cost (NIC) of 3.4135% which is the basis for the award.

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Fidelity Capital Markets	$2,705,000	4.000%	$26,749.44	$3,922.25	$22,827.19	3.413500%
Oppenheimer & Company	$2,705,000	4.250%	$28,421.28	$1,555.00	$26,866.28	4.017500%
TD Securities	$2,705,000	4.250%	$28,421.28	$919.70	$27,501.58	4.112500%
Piper Sandler & Co	$2,705,000	5.000%	$33,436.81	$2,596.80	$30,840.01	4.611700%
BNYMellon Capital Markets	$2,705,000	5.000%	$33,436.81	$1,603.25	$31,833.56	4.760300%

Interestingly we continue to see bids with a 5% coupon rate, but not as many as last fall when the Town sold a BAN where four out of the five bidders had a 5% rate. This suggests there are continued concerns that rates may remain higher, but not as strongly as the financial markets were functioning during 2023. The table on the next page shows the history of the Town's short-term borrowings since 2019 with the amount borrowed, the number of bidders, the coupon interest rate range (low to high), and the winning rates. The interest rate on this BAN is lower than any of the BANs issued during 2023, but it is high compared to the rates paid on BANS issued during 2019 through 2022.

Bond Anticipation Note History Since 2019

Description	Issue Date	Maturity	Amount	# of Bidders	Range of Interest Rates	Winning Rate	NIC
2019 BAN - 1	17-Jun-19	27-Jun-19	$288,000	1	2.30%	2.30%	2.30%
2019 BAN - 2	27-Jun-19	1-Oct-19	$34,820,000	7	2.00% - 3.00%	2.00%	1.49%
2020 BAN - 1	25-Jun-20	18-Dec-20	$1,200,000	2	1.30% - 1.75%	1.30%	0.68%
2020 BAN - 2	18-Dec-20	15-Apr-21	$2,800,000	4	0.54% - 2.00%	1.75%	0.50%
2021 BAN - 1	15-Apr-21	15-Jun-21	$730,485	2	0.50% - 1.63%	0.50%	0.50%
2022 BAN - 1	14-Apr-22	15-Jun-22	$2,716,000	3	1.50% - 2.50%	1.50%	1.38%
2023 BAN - 1	26-May-23	30-Jun-23	$2,940,000	2	4.75% - 6.25%	4.75%	4.63%
2023 BAN - 2	26-May-23	16-Oct-23	$3,060,000	3	4.25% - 5.00%	4.50%	3.77%
2023 BAN - 3	16-Oct-23	30-Jul-24	$2,282,000	5	4.00% - 5.05%	4.50%	3.87%
2024 BAN - 1	15-Mar-24	14-Jun-24	$2,705,000	5	4.00% - 5.00%	4.00%	3.41%

The borrowing is for projects previously approved by Town Meeting and the funds will pay related expenses. The proceeds are to be used to cover expenses related to the Emery Grover renovation project, the Public Safety Building project, Rooftop Units on the Eliot School, and repairs at the Recycling and Transfer Station. When the note matures on June 14, 2024, we anticipate paying down most if not all the principal. This reduces the amount of long-term interest the Town would have had to pay if the amounts were bonded. The principal amounts being retired are based on the available debt budget funding to do so. Three projects are still in progress and future borrowings against the unissued portion of the original authorizations will be necessary. The Public Safety Building project should be closed out by the end of the year. There are some open obligations and payments to be made. The table below shows the projects being funded by the bond anticipation note.

Project	Town Meeting	Art	Authorized	Borrowed
Emery Grover Renovation GF	4-May-22	21	10,150,000.00	2,550,000.00
Public Safety Buildings Construction	1-May-21	37	1,400,000.00	60,000.00
Rooftop Unit Replacements (Broadmeadow & Eliot Schools)	1-May-23	27	9,000,000.00	30,000.00
RTS Property Improvements	7-May-18	37	645,000.00	65,000.00
TOTAL				**2,705,000**

The Board will be asked to approve the sale of the BAN and to authorize various actions that have been or may need to be taken. The documents to be signed by the Board include the Note (copy attached), Significant Events Disclosure Certificate (copy attached), Signature, No Litigation and Official Statement Certificate (copy attached), Tax Certificate (copy attached), and Certification of the Vote by the Select Board (which is signed by the Clerk of the Select Board only). The actual signature pages will be brought to the meeting for execution. Please do not hesitate to contact me if you have any questions prior to the meeting.

Registered
Number 1

Registered
$2,705,000

United States of America

The Commonwealth of Massachusetts

TOWN OF NEEDHAM

GENERAL OBLIGATION
BOND ANTICIPATION NOTE
(Municipal Purpose Loan of 2024)

Interest Rate	Maturity Date	Registration and Original Issue Date	CUSIP
4.00%	June 14, 2024	March 15, 2024	639846 6Z2

PRINCIPAL AMOUNT: TWO MILLION SEVEN HUNDRED FIVE THOUSAND DOLLARS

REGISTERED OWNER: CEDE & CO.

REGISTRAR AND PAYING AGENT: U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION

The Town of Needham, Massachusetts (the "Town") for value received, promises to pay to the Registered Owner of this note or registered assigns the Principal Amount specified above in lawful money of the United States of America on the Maturity Date upon presentation and surrender hereof, with interest (calculated on the basis of a 30-day month and a 360-day year) at the Interest Rate per annum, payable on the Maturity Date. This note will bear interest from the Original Issue Date.

This note certificate is the only instrument representing an issue of $2,705,000 aggregate principal amount of notes issued by the Town pursuant to Chapter 44 of the General Laws as amended in anticipation of bonds authorized for municipal building construction and renovation purposes.

The notes are general obligations of the Town and the full faith and credit of the Town is pledged for the payment of principal of and interest on the notes as the same shall become due.

The notes are being issued by means of a book entry system, with a note certificate immobilized at The Depository Trust Company, New York, New York ("DTC") evidencing ownership of the notes in principal amounts of $1,000 or integral multiples thereof, and with transfers of beneficial ownership effected on the records of DTC and its participants pursuant to

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rules and procedures established by DTC. Note certificates are not available for distribution to the public. The principal of and interest on this note are payable by U.S. Bank Trust Company, National Association, or its successor as paying agent (the "Paying Agent") for the Town, in immediately available funds to the Registered Owner of this note, as nominee of DTC. Transfer of principal and interest payments to participants of DTC is the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants of DTC will be the responsibility of such participants and other nominees of beneficial owners. The Town is not responsible or liable for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

Unless this note certificate is presented by an authorized representative of The Depository Trust Company to the Paying Agent for registration of transfer, exchange or payment, and any note certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

In the event that (a) DTC determines not to continue to act as securities depository for the notes or (b) the Town determines that continuation of the book entry system of evidence and transfer of ownership would adversely affect the interests of the beneficial owners of the notes, the Town will discontinue the book entry system with DTC. If the Town fails to identify another qualified securities depository to replace DTC, the Paying Agent will authenticate and deliver replacement notes in the form of fully registered certificates.

This note is transferable only upon the registration books kept by the Paying Agent as registrar, but only in a manner which will maintain immobilization of note certificates at one or more securities depositories. This note may not be transferred or exchanged in a manner which would involve the delivery of note certificates to the beneficial owners unless the book entry system has been discontinued by the Town in accordance with the terms of this note, in which case replacement notes may be issued in accordance with law and such procedures as the Town shall deem appropriate.

The Town hereby covenants that it will take all lawful action necessary to comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the notes in order that interest on the notes be and continue to be excluded from gross income for federal income tax purposes and it will refrain from taking any action that would cause interest on the notes to become included in gross income for federal income tax purposes.

In connection with the offering of the notes, the Town has executed a Significant Events Disclosure Certificate dated as of the date hereof (as it may be amended from time to time, the "Certificate"). The Town hereby covenants to comply with the provisions of the Certificate, and reference is made to the Certificate for a description of the nature and extent of the obligations of the Town and the rights of the owners of the notes under the Certificate. The Certificate is described in the Official Statement relating to the notes. A copy of the Certificate is available from the Town upon request.

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TOWN OF NEEDHAM,
MASSACHUSETTS

By: _____
Assistant Treasurer

Countersigned:

_____

_____

_____

_____

_____
Select Board

(Town Seal)

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[Signature Page to Note]

LEGAL OPINION

The following opinion is based on facts and the law existing on the date of original delivery of the notes described therein.

LOCKE LORD LLP
111 Huntington Avenue
Boston, Massachusetts

Diane Ryan, Assistant Treasurer
Town of Needham
Needham, Massachusetts

$2,705,000
Town of Needham, Massachusetts
General Obligation Bond Anticipation Notes

We have acted as bond counsel to the Town of Needham, Massachusetts (the "Town") in connection with the issuance by the Town of the above-referenced notes (the "Notes") dated March 15, 2024 and payable June 14, 2024. In such capacity, we have examined the law and such certified proceedings and other papers as we have deemed necessary to render this opinion.

As to questions of fact material to our opinion we have relied upon representations and covenants of the Town contained in the certified proceedings and other certifications of public officials furnished to us, without undertaking to verify the same by independent investigation.

Based on our examination, we are of the opinion, under existing law, as follows:

1. The Notes are valid and binding general obligations of the Town and, except to the extent they are paid from the proceeds of the bonds in anticipation of which they are issued or from any other available moneys, the principal of and interest on the Notes are payable from taxes which may be levied upon all taxable property in the Town, subject to the limit imposed by Chapter 59, Section 21C of the General Laws.

2. Interest on the Notes is excluded from the gross income of the owners of the Notes for federal income tax purposes. In addition, interest on the Notes is not a specific preference item for purposes of the federal individual alternative minimum tax. However, interest on the Notes will be included in the "adjusted financial statement income" of certain corporations that are subject to the alternative minimum tax under Section 55 of the Internal Revenue Code of 1986 (the "Code"). In rendering the opinions set forth in this paragraph, we have assumed compliance by the Town with all requirements of the Code, that must be satisfied subsequent to the issuance of the Notes in order that interest thereon be, and continue to be, excluded from gross income for federal income tax purposes. The Town has covenanted to comply with all such requirements.

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Failure by the Town to comply with certain of such requirements may cause interest on the Notes to become included in gross income for federal income tax purposes retroactive to the date of issuance of the Notes. We express no opinion regarding any other federal tax consequences arising with respect to the Notes.

3. Interest on the Notes is exempt from Massachusetts personal income taxes and the Notes are exempt from Massachusetts personal property taxes. We express no opinion regarding any other Massachusetts tax consequences arising with respect to the Notes or any tax consequences arising with respect to the Notes under the laws of any state other than Massachusetts.

This opinion is expressed as of the date hereof, and we neither assume nor undertake any obligation to update, revise, supplement or restate this opinion to reflect any action taken or omitted, or any facts or circumstances or changes in law or in the interpretation thereof, that may hereafter arise or occur, or for any other reason.

The rights of the holders of the Notes and the enforceability of the Notes may be subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted to the extent constitutionally applicable, and their enforcement may also be subject to the exercise of judicial discretion in appropriate cases.

/s/ LOCKE LORD LLP

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(Please Note: The following certificate is an essential part of the permanent record and creates ongoing obligations of the Issuer. Please read it carefully before signing. Advise Locke Lord LLP of any inaccuracy.)

SIGNIFICANT EVENTS DISCLOSURE CERTIFICATE

This Significant Events Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the Town of Needham, Massachusetts (the "Issuer") in connection with the issuance of $2,705,000 General Obligation Bond Anticipation Notes dated March 15, 2024 (the "Notes"). The Issuer covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the Issuer for the benefit of the Owners of the Notes and in order to assist the Participating Underwriter in complying with the Rule.

SECTION 2. Definitions. For purposes of this Disclosure Certificate the following capitalized terms shall have the following meanings:

"Listed Events" shall mean any of the events listed in Section 3(a) of this Disclosure Certificate.

"MSRB" shall mean the Municipal Securities Rulemaking Board as established pursuant to Section 15B(b)(1) of the Securities Exchange Act of 1934, or any successor thereto or to the functions of the MSRB contemplated by this Disclosure Certificate. Filing information relating to the MSRB is set forth in Exhibit A attached hereto.

"Obligated Person" shall mean the Issuer.

"Owners of the Notes" shall mean the registered owners, including beneficial owners, of the Notes.

"Participating Underwriter" shall mean any of the original underwriters of the Notes required to comply with the Rule in connection with offering of the Notes.

"Rule" shall mean Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

SECTION 3. Reporting of Significant Events.

(a) The Issuer shall give notice, in accordance with the provisions of this Section 3, of the occurrence of any of the following events with respect to the Notes:

1. Principal and interest payment delinquencies.

2. Non-payment related defaults, if material.

3. Unscheduled draws on debt service reserves reflecting financial difficulties.

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4. Unscheduled draws on credit enhancements reflecting financial difficulties.

5. Substitution of credit or liquidity providers, or their failure to perform.

6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes.

7. Modifications to rights of the Owners of the Notes, if material.

8. Bond calls, if material, and tender offers.

9. Defeasances.

10. Release, substitution or sale of property securing repayment of the Notes, if material.

11. Rating changes.

12. Bankruptcy, insolvency, receivership or similar event of the Obligated Person.*

13. The consummation of a merger, consolidation, or acquisition involving an Obligated Person or the sale of all or substantially all of the assets of the Obligated Person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.

14. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

15. Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect Owners of the Notes, if material.†

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* As noted in the Rule, this event is considered to occur when any of the following occur: (i) the appointment of a receiver, fiscal agent or similar officer for an Obligated Person in a proceeding under the U.S. Bankruptcy Code or in any proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of Obligated Person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or (ii) the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Obligated Person.

† For purposes of event numbers 15 and 16 in Section 3(a) of this Disclosure Certificate, the term "financial obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term "financial obligation" excludes municipal securities for which a final official statement has been provided to the MSRB consistent with the Rule.

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16. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties.†

(b) Upon the occurrence of a Listed Event, the Issuer shall, in a timely manner not in excess of ten (10) business days after the occurrence of the event, file a notice of such occurrence with the MSRB.

SECTION 4. Transmission of Information and Notices. Unless otherwise required by law, all notices, documents and information provided to the MSRB shall be provided in electronic format as prescribed by the MSRB and shall be accompanied by identifying information as prescribed by the MSRB.

SECTION 5. Termination of Reporting Obligation. The Issuer's obligations under this Disclosure Certificate shall terminate upon the legal defeasance or payment in full of all of the Notes.

SECTION 6. Default. In the event of a failure of the Issuer to comply with any provision of this Disclosure Certificate the sole remedy under this Disclosure Certificate shall be an action for specific performance of the Issuer's obligations hereunder and not for money damages in any amount. Any failure by the Issuer to comply with any provision of this Disclosure Certificate shall not constitute a default with respect to the Notes.

SECTION 7. Amendment. Notwithstanding any other provision of this Disclosure Certificate, the Issuer may amend this Disclosure Certificate and any provision of this Disclosure Certificate may be waived if such amendment or waiver is permitted by the Rule, as evidenced by an opinion of counsel expert in federal securities law (which may also include bond counsel to the Issuer) to the effect that such amendment or waiver would not cause this Disclosure Certificate to violate the Rule.

[Remainder of page intentionally left blank; signature page follows.]

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SECTION 8. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Owners of the Notes from time to time, and shall create no rights in any other person or entity.

Date: March 15, 2024

TOWN OF NEEDHAM,
MASSACHUSETTS

By:_____
Assistant Treasurer

_____

_____

_____

_____

_____
Select Board

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[Signature Page to Significant Events Disclosure Certificate]

EXHIBIT A

Filing information relating to the Municipal Securities Rulemaking Board is as follows:

Municipal Securities Rulemaking Board

http://emma.msrb.org

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SEB/RAM 03/06/2024

(Please Note: The following statements are an essential part of the permanent record. Read them carefully before signing this certificate. Advise Locke Lord LLP of any inaccuracy.)

Town of Needham, Massachusetts
$2,705,000 General Obligation Bond Anticipation Notes
dated March 15, 2024

SIGNATURE, NO LITIGATION AND OFFICIAL STATEMENT CERTIFICATE

A. Certificate of Authorized Officers. We, the Treasurer and Select Board of the Town of Needham, Massachusetts (the "Town"), certify that we have signed the $2,705,000 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated March 15, 2024 and payable June 14, 2024. A book entry system is being used to evidence ownership and transfer of the Notes on the records of The Depository Trust Company ("DTC"). The Notes are issued in the form of a single note certificate for the full principal amount, registered in the name of "CEDE & CO." as nominee for DTC and immobilized in the custody of DTC. The note certificate bears the Town seal, which is also affixed to this certificate.

We, the said officers, also certify as follows:

1. Authority. The Notes are issued in the respective amounts set forth below in anticipation of the sale of bonds authorized pursuant to the following statutes and votes of the Town and a vote of the Select Board duly adopted on March 12, 2024:

(a) $2,550,000 - $14,150,000 Emery Grover Building Addition and Renovation Bonds under G.L. c.44, §7(1) and a vote of the Town passed May 4, 2022 (Article 21).

(b) $65,000 - $645,000 RTS Property Repair Bonds under G.L. c.44, §7(1) and a vote of the Town passed May 7, 2018 (Article 37).

(c) $60,000 - $1,400,000 Public Safety Building and Fire Station #2 Bonds under G.L. c.44, §7(1) and a vote of the Town passed May 1, 2021 (Article 37).

(d) $30,000 - $9,000,000 School Bonds (Replacing Rooftop HVAC Units) under G.L. c.44, §7(1) and a vote of the Town passed May 1, 2023 (Article 27).

2. Description and Purpose of Notes. The Town is issuing and delivering the Notes simultaneously with the delivery of this certificate. The following amounts of the issue are for the following purposes:

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	Amount		Purpose
(a)	$2,550,000	-	Renovation of and addition to the Emery Grover Building and associated grounds.
(b)	$65,000	-	RTS Property Repairs.
(c)	$60,000	-	Engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2.
(d)	$30,000	-	Replacement of rooftop units at the Broadmeadow and Eliot Schools.

3. Other Debt. No other debt has been incurred under those votes except for the following bonds and bond anticipation notes:

(a) $1,290,000 notes dated May 26, 2023 and payable June 30, 2023, which were paid on such date with available funds of the Town;

$420,000 notes dated May 26, 2023 and payable October 16, 2023, on which date $132,650 was paid with available funds of the Town; and

$287,350 notes dated October 15, 2023 and payable on July 30, 2024.

(b) $60,000 bond proceeds dated June 25, 2020;

$50,000 notes dated April 15, 2021 and payable June 15, 2021, which were paid on such date with available funds of the Town;

$350,000 notes dated April 14, 2022 and payable June 15, 2022, which were paid on such date with available funds of the Town; and

$65,000 notes dated May 26, 2023 and payable June 30, 2023, which were paid on such date with available funds of the Town.

(c) None.

(d) None.

4. Consolidated Issue. The Notes constitute a consolidated issue for purposes of G.L. c.44, §16.

5. Approval of Sale. We approve the sale of the Notes to Fidelity Capital Markets, a Division of National Financial Services LLC (the "Purchaser") at par and accrued interest, if any, plus a premium of $3,922.25.

Specimen Only

B. Delivery and Receipt. I, the Treasurer, further certify that the Notes were delivered on this date and that the full purchase price including accrued interest for the period, if any, from the date of the Notes to this date was received from the Purchaser on or before this date.

C. Certification Regarding Official Statement. I, the Treasurer, certify as follows:

(a) I have reviewed the Preliminary Official Statement dated February 29, 2024 (the "Preliminary Official Statement") and the Official Statement dated March 6, 2024 (the "Official Statement") relating to the sale of the Notes.

(b) To the best of my knowledge and belief, the Preliminary Official Statement did not, as of its date and as of the date of sale of the Notes, and the Official Statement (excluding the price or yield on the cover page, as to which no view is expressed) did not as of its date and does not as of this date (which is the date of delivery of the Notes), contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading.

(c) Since the date of the Official Statement there has been no material adverse change in the financial condition or affairs of the Town except as set forth in or contemplated by the Official Statement.

D. Debt Limit. I, the Treasurer, certify that at the time of their authorization, the Notes and the bonds in anticipation of which they are issued were and on the date hereof are within every applicable debt and other limit prescribed by law or otherwise.

E. Certificate of Town Clerk. I, the Town Clerk, certify as follows:

(a) Signatures and Incumbency. The signatures of the Treasurer and Select Board as appearing below are the genuine signatures of the persons who executed the Notes and who held those offices when the Notes were signed and when the Notes were delivered.

(a) Open Meeting Law. Except for the town meetings called pursuant to G.L. c.39, §10, all proceedings essential to the issue of the Notes and the authorization of the bonds and deliberations of a quorum relating thereto have been taken at a meeting or meetings open to the public; notice of each such meeting was filed in my office and publicly posted in the time and manner set forth in G.L. c.30A, §§18-25, as amended, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b); no deliberations, decision or vote in connection with the Notes or bonds were taken in executive session and no vote was taken by secret ballot; and the official record of each such meeting was made available to the public and remains available to the public as set forth in G.L. c.30A, §§18-25, as amended.

(b) Proceedings. No proceeding essential to the issue of the Notes or bonds has been repealed or amended except as stated in Paragraph A(1) above and no proceedings have been taken relating to the Notes or bonds other than those certified to Locke Lord LLP.

Specimen Only

(c) Bylaws. The bylaws described below are the only bylaws or standing votes of the Town affecting the authorization, sale or issue of the Notes or bonds, including the calling and conduct of town meetings, or the use of assessments or other charges imposed to pay for any project financed by the Notes, and there has been no change therein affecting those matters in any way except as may be indicated below:

> Town of Needham, General By-Laws July 2022 Compilation, as amended through May 2023 and certified to Locke Lord LLP on September 5, 2023.

(d) Home Rule. The Town has not further amended its home rule charter enacted pursuant to Chapter 403 of the Acts of 1971, as amended by Chapter 9 of the Acts of 1975, Chapter 217 of the Acts of 1995, Chapter 202 of the Acts of 2001, Chapter 176 of the Acts of 2004, Chapter 114 of the Acts of 2015, and Chapter 341 of the Acts of 2018, and Chapter 277 of the Acts of 2022, as certified to Locke Lord LLP on September 5, 2023, and the Town has not amended or repealed any special law relating to the Town through the use of home rule procedures except by adoption of the charter.

(e) No Referendum. No petition for a referendum has been filed with respect to any of the proceedings essential to the issue of the Notes or the bonds.

(f) Development Districts. The Town has not established any development districts pursuant to G.L. c.40Q.

F. Debt Service Stabilization Fund. I, the Treasurer, certify that the Town does not plan to appropriate funds from the Town's debt service stabilization fund to pay principal or interest payments on the Notes.

G. Execution of Counterparts and Delivery by Electronic Means. This certificate, as well as any other certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document. Delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document. Electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

[Remainder of page intentionally omitted; signature page follows.]

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H. No Litigation; No Financial Interest. All of the undersigned certify that there has been no litigation affecting the validity of the Notes or bonds or the power of the Town to levy and collect taxes to pay them; that none is pending or to our knowledge threatened; that neither the corporate existence nor boundaries of the Town nor the title of any of us to our respective offices is being contested; and that none of us and, to the best of our knowledge, no other official of the Town has any direct or indirect financial interest in or relationship with the Purchaser.

Date: March 15, 2024
(Date of delivery of and payment for the Notes)

_____
Assistant Treasurer

_____

_____

_____

_____
Town Clerk

_____
Select Board

(Town Seal)

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(Please Note: The following statements are an essential part of the permanent bond record. Read them carefully before signing this certificate. Advise Locke Lord LLP of any inaccuracy.)

TAX CERTIFICATE

This Tax Certificate is executed and delivered by the Town of Needham, Massachusetts ("Issuer"), in connection with the issuance of $2,705,000 stated principal amount of its General Obligation Bond Anticipation Notes dated the Issue Date ("Issue"). The Issue is issued pursuant to Votes duly adopted by the Issuer and the Massachusetts General Laws. Pursuant to Reg §§ 1.141-2(d)(1) and 1.148-2(b)(2)(i), the Issuer certifies, covenants, warrants and represents as follows in connection with the issuance of the Issue:

ARTICLE I. IN GENERAL

1.1 Delivery of the Notes of the Issue. On the Issue Date, in exchange for receipt of good funds, the Issuer is delivering the notes of the Issue to the Successful Bidder, for resale to the Public.

1.2 Purpose of Tax Certificate. The Issuer is delivering this Tax Certificate to Bond Counsel, with the understanding that Bond Counsel will rely in part upon this Tax Certificate in rendering its opinion that interest on the Issue is excluded from gross income for federal income tax purposes under Section 103.

1.3 Definitions and References. All capitalized terms used in this Tax Certificate include either the singular or the plural. All terms used in this Tax Certificate, including terms specifically defined, shall be interpreted in a manner consistent with Sections 103 and 141-150 and the applicable Regulations thereunder except as otherwise specified. Capitalized terms used and not otherwise defined herein and in the exhibits hereto and in the schedules and attachments to those exhibits shall have the respective meanings set forth in Appendix A and Appendix B hereto. Reference to a Section means a section of the Code. Reference by number only (for example, "2.10") means that numbered paragraph of this Tax Certificate.

1.4 Purpose of Financing. The Issue is being issued to provide funds (i) to finance on a "new money" basis the capital costs of certain municipal projects as more fully described in the Signature Certificate, including the payment of Capitalized Interest, if any ("Projects"), and Funded Interest, if any, and (ii) to pay Issuance Costs and other common costs of the Issue.

1.5 Single Issue. The notes of the Issue were sold to the Successful Bidder on the Sale Date. No other governmental obligations of the Issuer which are expected to be paid out of substantially the same source of funds as the Issue have been or will be sold less than 15 days apart from the Sale Date pursuant to the same plan of financing as the Issue.

1.6 Reliance. With respect to certain matters contained in this Tax Certificate, the Issuer specifically relies upon the certifications of the Successful Bidder set forth in Exhibit A, the certifications of the Municipal Advisor set forth in Exhibit B, and upon the certifications set forth in the other exhibits attached hereto or as otherwise described herein. The Issuer is not aware of

Specimen Only

any facts or circumstances that would cause it to question the accuracy or reasonableness of any representation made in this Tax Certificate including the exhibits hereto.

ARTICLE II. GENERAL TAX LIMITATIONS

2.1 Application of Sale Proceeds and Certain Other Moneys. On the Issue Date, the Sale Proceeds, $2,711,627.25, less an underwriter's discount of $2,705.00, will be deposited to the General Fund and applied as follows:

Projects		$2,705,000.00
Issuance Costs		3,922.25
	TOTAL:	$2,708,922.25

Investment Proceeds earned on the amounts in the General Fund will be commingled with other revenues of the Issuer, and are expected to be expended for operating or other expenses of the Issuer within six months after deposit of the Investment Proceeds therein. Pursuant to Reg § 1.148-6(d)(6), all such Investment Proceeds will be treated as expended when so commingled.

2.2 Expenditure of Gross Proceeds. For purposes of this Tax Certificate, Sale Proceeds and, to the extent not deemed expended as described in 2.1, Investment Proceeds will be treated as spent when they are used to pay or reimburse disbursements by the Issuer that are (i) capital expenditures, including any Capitalized Interest, if any and to the extent allowable, (ii) Issuance Costs, (iii) Funded Interest, (iv) initial operating expenses directly associated with the Projects (in an aggregate amount not exceeding 5% of the Sale Proceeds), or (v) other miscellaneous expenditures described in Reg § 1.148-6(d)(3)(ii).

The Issuer hereby certifies that no disbursement to be paid or reimbursed from Gross Proceeds shall have been previously paid or reimbursed from the proceeds of any other obligation, whether issued by the Issuer or any other party.

To the extent that Sale Proceeds will be applied to reimburse expenditures made by the Issuer prior to the Issue Date, the Issuer hereby certifies that such expenditures either (i) constitute capital expenditures incurred not earlier than 60 days prior to the applicable Vote, which Votes constitute the Issuer's declarations of official intent to issue debt to finance the costs of the Projects, or (ii) constitute Preliminary Expenditures to the extent permitted by Massachusetts law.

The Issuer further certifies that any such reimbursement described in clause (i) of the preceding sentence shall be made not later than 18 months after the later of the date of the expenditure or the date on which the Project component to which such expenditure relates is placed in service, but in no event more than 3 years after the date of such expenditure.

2.3 Governmental Bond Status. Absent an Opinion of Bond Counsel, the Issuer will not loan more than 5% of the Proceeds to one or more Nongovernmental Persons. Absent an Opinion of Bond Counsel, the Issuer has not allowed and will not allow more than 10% of the Proceeds or the Projects to be used directly or indirectly by any Nongovernmental Person in any trade or business, other than as a member of the general public, and has not allowed and will not

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allow more than 5% of the Proceeds or the Projects to be so used to the extent such use is unrelated or disproportionate to the governmental uses thereof. Absent an Opinion of Bond Counsel, for purposes of this 2.3, a Nongovernmental Person will be treated as "using" Proceeds or the Projects to the extent the Nongovernmental Person:

(i) borrows Proceeds of the Issue;

(ii) uses any portion of the Projects as owner, lessee, service provider, operator, or manager;

(iii) acquires the output of the Projects; or

(iv) enters into any other arrangement that provides a special legal entitlement or special economic benefit to a Nongovernmental Person.

As of the Issue Date, the Issuer certifies that there are no contracts or other arrangements for any such use of any component of the Projects by any party other than a Governmental Unit. Absent an Opinion of Bond Counsel, the Issuer will not enter into any contract or other arrangement after the Issue Date for any such use of any component of the Projects by any party other than a Governmental Unit.

2.4 Qualified Equity. The Issuer reasonably expects that a portion of the cost of the Projects being financed and/or refinanced in part with the Sale Proceeds may be paid from Qualified Equity. The Issuer intends that the undivided portion or portions of any of the Projects paid with Qualified Equity may be used for Private Business Use without restriction. Qualified Equity will be allocated to any Private Business Use of the Projects before any Proceeds are allocated to any such Private Business Use. To the extent that Private Business Use of the Projects ever exceeds the applicable limitation under the "private business tests" imposed pursuant to Section 141(b), the Issuer hereby allocates Qualified Equity to the Projects. In addition, the Issuer reserves the right to allocate this Qualified Equity to the Projects if and as needed in the future.

2.5 Change in Use. The Issuer reasonably expects to use all Proceeds and all facilities that are financed and refinanced therewith as set forth in 2.3 for the entire stated term to maturity of the Issue. Absent an Opinion of Bond Counsel, the Issuer in fact will use all Proceeds and each facility financed and refinanced therewith as set forth in 2.3.

2.6 Registered Form. The notes of the Issue are being issued in registered form.

2.7 Federal Guarantee. The Issuer will not directly or indirectly use or permit the use of any Proceeds or any other funds of the Issuer or any Related Party or take or omit to take any action that would cause the notes of the Issue to be obligations that are "federally guaranteed." In furtherance of this covenant, the Issuer will not allow the payment of principal or interest with respect to the Issue to be guaranteed (directly or indirectly) in whole or in part by the United States or any agency or instrumentality thereof. Except as provided in the next sentence, the Issuer will not use 5% or more of the Proceeds to make or finance loans the payment of principal or interest with respect to which is guaranteed in whole or in part by the United States or any agency or

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instrumentality thereof, nor will it invest 5% or more of the Proceeds in federally insured deposits or accounts. The preceding sentence shall not apply to (i) investments in the portions of the General Fund described in 3.5 during the temporary period described therein, (ii) investments in the Bona Fide Debt Service Fund, and (iii) investments in obligations issued by the United States Department of Treasury.

2.8 Information Reporting. The Issuer will cause a properly completed and executed IRS Form 8038-G to be filed with respect to the Issue no later than the 15th day of the second month of the calendar quarter immediately following the calendar quarter of the Issue Date.

2.9 No Pooling. The Issuer will not use any Proceeds directly or indirectly to make or finance loans to two or more ultimate borrowers.

2.10 No Hedge Bonds. The Issuer reasonably expects that more than 85% of Net Sale Proceeds of the Issue will be expended for the governmental purposes thereof within three years after the Issue Date. Not more than 50% of the Proceeds will be invested at a substantially guaranteed yield for four years or more.

2.11 Useful Life. The weighted average maturity of the Issue is 0.247 years, which does not exceed 120% of the remaining average reasonably expected economic life of the assets comprising the Projects.

ARTICLE III. ARBITRAGE GENERAL

3.1 Reasonable Expectations. This Article III states the Issuer's reasonable expectations with respect to the amounts and uses of Proceeds and certain other moneys.

3.2 Issue Price of the Issue. On the Issue Date, the Issuer is delivering the notes of the Issue to the Successful Bidder in exchange for an aggregate payment of $2,708,922.25 (which represents the total amount of Sale Proceeds, $2,711,627.25, less an underwriter's discount of $2,705.00). As reflected in Exhibit B, the Municipal Advisor has certified that the competitive sale requirements (as defined in the Notice of Sale) were met with respect to the notes of the Issue. Accordingly, based on the advice of the Successful Bidder as set forth in Exhibit A, the Issue Price of the Issue is $2,711,627.25, which is the reasonably expected initial offering price to the Public for the notes of the Issue.

3.3 Funds and Accounts. The Issuer will use certain portions of its General Fund (or accounts or subaccounts within the General Fund) to hold certain of the Proceeds, as more particularly described in this Article III. The Issuer does not expect that either it or any other Person benefiting from the issuance of the Issue will use any moneys in any fund or account other than the Bona Fide Debt Service Fund to pay debt service on the Issue; nor is any other fund or account so pledged as security for the Issue that there is a reasonable assurance that amounts held in such other fund or account will be available if needed to pay debt service on the Issue.

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3.4 Bona Fide Debt Service Fund.

3.4.1 Payment of the Issue. The notes of the Issue are general obligations of the Issuer payable from revenues available therefor pursuant to the Massachusetts General Laws and, when and as applicable, Sale Proceeds, Investment Proceeds, and the Proceeds of Refunding Obligations.

3.4.2 Revenues. Except for the debt service to be paid from a portion of the Sale Proceeds, Investment Proceeds, and the Proceeds of Refunding Obligations, each when and as applicable, payments of debt service on the Issue are expected to be derived from current revenues of the Issuer and current revenues are expected to equal or exceed such amount of debt service on the Issue during the payment period.

3.4.3 Match Between Revenues and Debt Service. The portions of the Issuer's General Fund that are reasonably expected to be used to pay debt service on the Issue (such portions of the Issuer's General Fund being referred to herein as the "Debt Service Fund") will be allocated to the payment of debt service on the Issue on a "first in, first out" (FiFo) basis. Accordingly, the Debt Service Fund will be used primarily to achieve a proper matching of revenues and debt service within the Bond Year. Amounts in the Debt Service Fund will be invested without regard to yield.

3.5 Three-Year Temporary Period. A portion of the Sale Proceeds in the amount of $2,705,000.00, will be deposited in the General Fund for the purpose of paying costs of the Projects. The Issuer's expenditure expectations with respect to the Proceeds allocable to the Projects are reflected in Exhibit C. The Issuer reasonably expects that at least 85% of the Net Sale Proceeds will be spent to pay costs of the Projects within three years from the Issue Date. The Issuer heretofore has incurred or within six months hereafter will incur a binding obligation to one or more unrelated parties involving an expenditure of not less than 5% of Net Sale Proceeds. Completion of the Projects and allocations of Net Sale Proceeds and Investment Proceeds to costs of the Projects will proceed with due diligence. Net Sale Proceeds allocable to paying costs of the Projects held in the General Fund, and Investment Proceeds earned thereon, will be invested without regard to yield during the period ending on the third anniversary of the Issue Date.

3.6 No Overissuance. Taking into account anticipated Investment Proceeds, the Sale Proceeds do not exceed the amount necessary to pay (i) costs of the Projects, (ii) Funded Interest, if applicable, and (iii) Issuance Costs and other common costs of the Issue.

3.7 No Other Replacement Proceeds. Neither the Issuer nor any Related Party will use any Gross Proceeds directly or indirectly to replace funds of the Issuer or any Related Party, which funds are or will be used directly or indirectly to acquire Investment Property reasonably expected to produce a yield that is materially higher than the Yield on the Issue.

3.8 No Expected Sale. It is not expected that the Projects or any part thereof financed and/or refinanced in whole or in part by the Issue will be sold or otherwise disposed of before June 14, 2024, the scheduled final maturity date of the Issue, except for minor portions due to normal wear or obsolescence.

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ARTICLE IV. ARBITRAGE - YIELD AND YIELD RESTRICTION

4.1 Yield. The Yield on the Issue, adjusted as may be required for substantial original issue premium or discount, has been calculated by the Municipal Advisor to be 3.0130221%, as reflected in Exhibit B.

4.2 No Qualified Hedges. No Qualified Hedge has been, and (absent an Opinion of Bond Counsel) no Qualified Hedge will be, entered into such that failure to take the Qualified Hedge into account would distort the Yield on the Issue or otherwise would fail clearly to reflect the economic substance of the transaction.

4.3 Yield Restriction. Absent an Opinion of Bond Counsel, if the sum of (A) any Proceeds allocable to the payment of the Projects held in the General Fund after the third anniversary of the Issue Date, or, if applicable, the Issue Date of any Original Issue, plus (B) any amounts held in the Bona Fide Debt Service Fund and remaining unexpended after 13 months from the date of accumulation in such fund (excluding any amounts held for Capitalized Interest and Funded Interest), plus, if applicable, (C) any Proceeds allocable to the retirement of any Refunded Bonds and Refunded Notes held in the General Fund after 90 days from the Issue Date, plus, if applicable, (D) any Transferred Proceeds held in the General Fund after the third anniversary of any Original Issue, plus (E) any Proceeds held in the Issuer's General Fund to pay Issuance Costs after 90 days from the Issue Date, at any time in the aggregate exceeds $100,000, the excess will be invested as follows: (i) in Investment Property with a yield not exceeding the Yield on the Issue, or such other issue of Tax-Exempt Bonds to which such amounts are then allocated as proceeds, (ii) in assets that are not treated as Investment Property (e.g., Tax-Exempt Bonds), or (iii) in assets that satisfy the requirements for Yield Reduction Payments.

ARTICLE V. REBATE

5.1 Undertakings. The Issuer hereby covenants to comply with requirements of the Code pertaining to the Rebate Requirement. The Issuer acknowledges that the United States Department of the Treasury has issued Regulations with respect to certain of these undertakings, including the proper method for computing whether any rebate amount is due the federal government under Section 148(f). (Reg §§ 1.148-1 through 1.148-11A, 1.150-1, and 1.150-2.) The Issuer further acknowledges that the United States Department of the Treasury may yet issue additional Regulations with respect to certain of these undertakings. The Issuer covenants that it will undertake to determine what is required with respect to the rebate provisions contained in Section 148(f) and said Regulations from time to time and will comply with any requirements that may apply to the Issue.

5.2 Recordkeeping. The Issuer shall maintain or cause to be maintained detailed records with respect to each Nonpurpose Investment allocable to Gross Proceeds, including: (a) purchase date; (b) purchase price; (c) information establishing fair market value on the date such investment became a Nonpurpose Investment; (d) any accrued interest paid; (e) face amount; (f) coupon rate; (g) periodicity of interest payments; (h) disposition price; (i) any accrued interest

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received; and (j) disposition date. Such detailed recordkeeping is required to facilitate the calculation of the Rebate Requirement.

5.3 Exceptions to the Rebate Requirement.

5.3.1 Bona Fide Debt Service Fund Exception. Based on the representations set forth in 3.4.3 and this 5.3.1, no rebate calculations need be made in respect of amounts in the Bona Fide Debt Service Fund (i) if (a) the weighted average maturity of the Issue is longer than 5 years and (b) the Issue is a Fixed Yield Issue or (ii) if clause (i) does not apply, to the extent the earnings thereon in the Bond Year are less than $100,000.

5.3.2 Six-Month Expenditure Exception. If applicable, no rebate calculations will be required to be made with respect to the Adjusted Gross Proceeds allocable to the Refunding Portion if all such Adjusted Gross Proceeds are expended within six months of the Issue Date.

5.3.3 Eighteen Month Spending Exception. In general, when applicable, no rebate calculations will be required with respect to Adjusted Gross Proceeds if the Eighteen Month Spending Exception is met. The Issuer's spending expectations with respect to the Adjusted Gross Proceeds are included in Exhibit C.

5.3.4 Two Year Spending Exception. The Issuer reasonably expects that at least 75% of Available Construction Proceeds will be expended for Construction Expenditures with respect to the Projects. The Issuer's spending expectations with respect to the Proceeds allocable to the New Money Projects or the Projects, as applicable, are reflected in Exhibit C. In general, when applicable, no rebate calculations will be required with respect to Available Construction Proceeds if Available Construction Proceeds are spent in accordance with the Two Year Spending Exception. Additionally, Proceeds of the Issue that are used to pay Issuance Costs will be treated, together with all Investment Proceeds thereon, as satisfying the Rebate Requirement if the Two Year Spending Exception is satisfied and all such Issuance Costs are paid within twenty-four months after the Issue Date.

5.4 Rebate Requirement or Yield Reduction Payments with Respect to the Issue. The Issuer covenants to, and will, pay any Rebate Requirement or Yield Reduction Payments due with respect to the Issue within 60 days from the Computation Date for the Issue or, if later, within 60 days of missing one of the spending milestones set forth in 5.3, as required by Section 148(f)(3).

ARTICLE VI. OTHER MATTERS

6.1 Expectations. The undersigned are authorized representatives of the Issuer acting for and on behalf of the Issuer in executing this Tax Certificate. To the best of the knowledge and belief of the undersigned, there are no other facts, estimates or circumstances that would materially change the expectations as set forth herein, and said expectations are reasonable.

6.2 Covenant to Comply. The Issuer hereby covenants that it will not take or permit to be taken on its behalf any action or actions that would adversely affect the exclusion from federal income taxation of interest on the Issue and will take or require to be taken such acts as may

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reasonably be within its ability and as may from time to time be required under applicable law to maintain the exclusion from federal income taxation of interest on the Issue.

6.3 Post Issuance Compliance Procedures. The Issuer has written procedures to monitor compliance with the arbitrage Yield restriction and rebate requirements of Section 148 after the Issue Date. The Issuer also has written procedures to ensure that all Nonqualified Bonds are remediated in accordance with Reg § 1.141-12. Such procedures are substantially in the form attached hereto as Appendix C. The Issuer will monitor the expenditure of Gross Proceeds and the use of facilities financed and/or refinanced by the Issue, and will undertake, if necessary, any available measures under Reg § 1.141-12 to ensure compliance after the Issue Date with the applicable covenants contained herein.

6.4 Record Retention. In order to ensure that interest on the Issue continues to be excluded from gross income for federal tax law purposes, the Issuer acknowledges that records should be maintained to support the representations, certifications, and expectations set forth in this Tax Certificate (including the exhibits hereto) at least until the date three (3) years after the later of (a) the date on which the Issue is retired, or (b) the date on which the last of the Refunding Obligations is retired. In addition to the items described in 5.2, records to be retained include, but are not limited to:

(i) basic records and documents relating to the Issue, and, when applicable, the Prior Issues and any Qualified Equity relating to the Projects;

(ii) documentation evidencing the expenditure of the Proceeds and, when applicable, Proceeds of the Prior Issues;

(iii) documentation evidencing the use of the Projects or any component thereof by public and private sources (i.e., copies of management contracts, research agreements, leases, etc.);

(iv) documentation evidencing all sources of payment or security for the Issue and, when applicable, the Prior Issues;

(v) documentation evidencing compliance with the timing and allocation of expenditures of the Proceeds, and, when applicable, Proceeds of the Prior Issues and any Qualified Equity relating to the Projects; and

(vi) records of all amounts paid to the United States in satisfaction of the Rebate Requirement for the Issue and IRS Forms 8038-T (or successor forms thereto) related to such payments or to Yield Reduction Payments.

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6.5 Amendments. Notwithstanding any other provision of this Tax Certificate, the Issuer may amend this Tax Certificate and thereby alter any actions allowed or required by this Tax Certificate if such amendment is signed by an authorized officer and is supported by an Opinion of Bond Counsel.

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6.6 Survival of Payment or Defeasance. Notwithstanding any provision in this Tax Certificate or in any other agreement or instrument relating to the Issue to the contrary, the obligation to remit the Rebate Requirement, if any, to the United States Department of the Treasury and to comply with all other requirements contained in this Tax Certificate shall survive payment or defeasance of the Issue.

6.7 Execution of Counterparts and Delivery by Electronic Means. This Certificate, as well as any other certificates or documents relating to the Issue (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document. Delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document. Electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Dated: March 15, 2024

TOWN OF NEEDHAM, MASSACHUSETTS

By: _____
Treasurer

By: _____

_____

_____

_____

_____
Select Board

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APPENDIX A
GENERAL DEFINITIONS

For purposes of the Tax Certificate to which this Appendix A is attached, and the exhibits to the Tax Certificate and any schedules or attachments to those exhibits, the following capitalized terms have the following meanings:

501(c)(3) Organization means any entity described in Section 501(c)(3).

Adjusted Gross Proceeds generally means Gross Proceeds, less amounts held in the Bona Fide Debt Service Fund.

Available Construction Proceeds has the meaning set forth in Reg § 1.148-7(i) and generally means all Sale Proceeds reduced by Issuance Costs or, if applicable, all Sale Proceeds allocable to the Nonrefunding Portion, reduced by Issuance Costs allocable to the Nonrefunding Portion financed with Sale Proceeds, plus all Investment Proceeds earned thereon before the earlier of two years after the Issue Date or substantial completion of the New Money Projects or Projects, as applicable. In determining the amount of Available Construction Proceeds as of any date, there shall be included the amount of investment earnings reasonably expected after such date, together with investment earnings actually received or accrued as of such date.

Bona Fide Debt Service Fund has the meaning set forth in Reg § 1.148-1(b) and generally means the Debt Service Fund identified in 3.4.3.

Bond Counsel means Locke Lord LLP or, if applicable, another law firm with a nationally recognized public finance practice.

Bond Notice of Sale means, when applicable, the separate Notice of Sale for the bonds of the Issue.

Bond Purchaser means, when applicable, an entity that purchases the bonds of the Issue, or, when applicable, a Prior Issue, for its own account without a present intent to resell.

Capitalized Interest means interest on the Issue, or, when applicable, a Prior Issue, from the Issue Date to the placed in service date of the Projects, that is properly capitalized in the cost of the Projects under general federal income tax principles.

Code means the Internal Revenue Code of 1986, as amended.

Computation Date has the meaning set forth in Reg § 1.148-3(e) and generally means the date not later than the fifth Bond Year and each five years thereafter and the final maturity date of the Issue, each as applicable.

Construction Expenditures has the meaning set forth in Reg § 1.148-7(g)(1) and generally means capital expenditures that are allocable to the cost of real property or constructed personal property and includes costs of reconstruction and rehabilitation, but does not include costs of acquiring any interest in land or other existing real or personal property.

Specimen Only

Controlled Group has the meaning set forth in Reg § 1.150-1(c) and generally means a group of entities controlled directly or indirectly by the same entity or group of entities.

Debt Service Fund means the Debt Service Fund described in Article III.

Deliberate Action has the meaning set forth in Reg § 1.141-2(d)(3) and generally means any action taken by the Issuer that is within its control, but excludes (i) an involuntary or compulsory conversion under Section 1033 or (ii) an action taken in response to a regulatory directive made by the federal government.

Eighteen Month Spending Exception has the meaning set forth in Reg § 1.148-7(d) and generally means Adjusted Gross Proceeds are spent at least as quickly as follows:

15% within six months after the Issue Date

60% within twelve months after the Issue Date

100% within eighteen months after the Issue Date

The requirement that 100% of Adjusted Gross Proceeds be spent within eighteen months after the Issue Date will be met if at least 95% of Adjusted Gross Proceeds is spent within eighteen months and the remainder is held as a Reasonable Retainage, as permitted by contracts with the Issuer's contractors, and such remainder is spent within thirty months after the Issue Date.

Fixed Yield Bond has the meaning set forth in Reg § 1.148-1(b) and generally means any bond whose yield is fixed and determinable on its Issue Date.

Fixed Yield Issue has the meaning set forth in Reg § 1.148-1(b) and generally means any issue of which each bond of the issue is a Fixed Yield Bond.

Funded Interest means interest on the Issue, or, when applicable, a Prior Issue, other than Capitalized Interest, through the later of three years after the Issue Date, or, if applicable, the Issue Date of a Prior Issue, or one year after the first component of the Projects is placed in service as set forth in Reg § 1.148-6(d)(3)(ii)(A)(3).

General Rule Maturities means, when applicable, those Maturities listed as the general rule maturities in Schedule A to the attached Issue Price Certificate for the Bonds of the Issue or the Notes of the Issue, as applicable.

Governmental Person has the meaning set forth in Reg § 1.141-1(b) and generally means a Governmental Unit.

Governmental Unit means a State or Local Governmental Unit.

Gross Proceeds has the meaning set forth in Reg § 1.148-1(b) and generally means all proceeds derived from or relating to the Issue, or, when applicable, a Prior Issue, including Proceeds and Replacement Proceeds.

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Guidelines means Reg §1.141-3(b)(4) and Revenue Procedure 2017-13 or any applicable predecessor or successor thereto.

Hold-the-Offering-Price Maturities means, when applicable, those Maturities listed as the hold-the-offering-price maturities in Schedule A to the attached Issue Price Certificate for the Bonds of the Issue or the Notes of the Issue, as applicable.

Holding Period means, with respect to a Hold-the-Offering-Price Maturity, the period starting on the Sale Date and ending on the earlier of (i) the close of the fifth business day after the Sale Date, or (ii) the date on which the Successful Bidder/Successful Bond Bidder/Successful Note Bidder sold at least 10% of such Hold-the-Offering-Price Maturity to the Public at prices that are no higher than the initial offering price for such Hold-the-Offering-Price Maturity.

Investment Proceeds has the meaning set forth in Reg § 1.148-1(b) and generally means earnings received from investing and reinvesting Proceeds and from investing and reinvesting such earnings.

Investment Property has the meaning set forth in Section 148(b)(2) and generally means any security or obligation, any annuity contract, or any other investment-type property, but does not include any Tax-Exempt Bond.

Issuance Costs has the meaning set forth in Reg § 1.150-1(b) and generally means costs, to the extent incurred in connection with, and allocable to, the issuance of the Issue within the meaning of Section 147(g), and includes: underwriters' spread; counsel fees; financial advisory fees; credit rating fees; trustee fees; paying agent fees; bond registrar, certification, and authentication fees; accounting fees; printing costs; public approval process costs; engineering and feasibility study costs; and similar costs.

Issue Date has the meaning set forth in Reg § 1.150-1(b) and generally means the date the Issue, or, when applicable, a Prior Issue, was delivered to the Underwriter or Purchaser thereof and payment was received therefor.

Issue Price has the meaning set forth in Reg § 1.148-1(f) and generally means (i) the Expected Offering Price of a Successful Bidder/Successful Bond Bidder/Successful Note Bidder, (ii) the amount paid by the Purchaser for the Issue, the notes of the Issue, and/or the bonds of the Issue, and/or (iii) the price at which at least 10% of each maturity of the General Rule Maturities were sold by the Successful Bidder/Successful Bond Bidder/Successful Note Bidder, all as set forth in Exhibit A, or, when applicable, the sum of the applicable clauses above.

Maturity means bonds and/or notes of the Issue with the same credit and payment terms. Bonds and/or notes of the Issue with different maturity dates, or with the same maturity date but different stated interest rates, are treated as separate maturities.

Minor Portion has the meaning set forth in Section 148(e) and generally means any amount of Gross Proceeds that does not exceed the lesser of (i) 5% of the Proceeds or (ii) $100,000.

Net Sale Proceeds has the meaning set forth in Reg § 1.148-1(b) and generally means the Sale Proceeds allocable to the Nonrefunding Portion, less the portion of those Sale Proceeds

Specimen Only

invested in a reasonably required reserve or replacement fund pursuant to Section 148(d) or as part of the Minor Portion.

Nongovernmental Person means any Person other than a Governmental Person. Nongovernmental Person includes the United States and any agency or instrumentality of the United States.

Nonpurpose Investment means any Investment Property in which Gross Proceeds are invested that is not a Purpose Investment.

Nonqualified Bonds has the meaning set forth in Reg § 1.141-12(j) and generally means the portion of outstanding bonds of an Issue that, as of the date of a Deliberate Action, would not meet the private business use test in Section 141(b) or the private loan financing test in Section 141(c).

Nonrefunding Portion means, when applicable, the portion of the Issue or the Prior Issue, as applicable, that is not allocable to the Refunding Portion.

Note Notice of Sale means, when applicable, the separate Notice of Sale for the notes of the Issue.

Note Purchaser means, when applicable, an entity that purchases the notes of the Issue, or, when applicable, a Prior Issue, for its own account without a present intent to resell.

Notice of Sale means the Notice of Sale, or, when applicable, collectively the Bond Notice of Sale and Note Notice of Sale, attached as Attachment 1 to Exhibit B.

Opinion of Bond Counsel means a written opinion of nationally recognized bond counsel, delivered to the Issuer, to the effect that the exclusion from gross income for federal income tax purposes of interest on the Issue will not be adversely affected.

Original Issues means, when applicable, collectively, the portions of the Refunded Bonds and/or Refunded Notes and the issues that were issued to finance the Projects on a "new money" basis and any other obligations all or a portion of which were issued to finance the Projects on a new money basis which have been ultimately refinanced by this Issue.

Person has the meaning set forth in Section 7701(a)(1) and generally includes an individual, trust, estate, partnership, association, company or corporation.

Preliminary Expenditures has the meaning set forth in Reg § 1.150-2(f)(2) and generally means architectural, engineering, surveying, soil testing, Issuance Costs, including, when applicable, Issuance Costs allocable to the Nonrefunding Portion, and similar costs paid with respect to the Projects in an aggregate amount not exceeding 20% of the Issue Price of the Issue, or, when applicable, the Issue Price of the Issue allocable to the Nonrefunding Portion. However, Preliminary Expenditures do not include land acquisition, site preparation or similar costs incident to the commencement of construction.

Specimen Only

Prior Issue(s) means, when applicable, individually or collectively, the Original Issues and each series of exclusively current refunding obligations all or a portion of which were thereafter issued to refinance the Original Issues.

Private Business Use has the meaning set forth in Reg § 1.141-3(a) and generally means use (directly or indirectly) in a trade or business carried on by any Nongovernmental Person other than use (i) as a member of, and on the same basis as, the general public or (ii) pursuant to the Guidelines or the Research Guidelines. Any activity carried on by a Nongovernmental Person (other than a natural Person) shall be treated as a trade or business.

Proceeds has the meaning set forth in Reg § 1.148-1(b) and generally means Sale Proceeds, Investment Proceeds and Transferred Proceeds of the Issue or, when applicable, a Prior Issue.

Public has the meaning set forth in Reg § 1.148-1(f)(3)(ii) and generally means any Person other than an Underwriter or a Related Party to an Underwriter.

Purchaser means, when applicable, an entity, including a Successful Bidder, that purchases the Issue, or, when applicable, a Prior Issue, for its own account without a present intent to resell.

Purpose Investment has the meaning set forth in Reg §1.148-1(b) and generally means an investment that is acquired by the Issuer to carry out the governmental purpose of the Issue.

Qualified Equity has the meaning set forth in Reg § 1.141-6(b)(3) and generally means funds that are not derived from proceeds of a Tax-Advantaged Bond.

Qualified Guarantee has the meaning set forth in Reg § 1.148-4(f) and generally means an arrangement that imposes a secondary liability that unconditionally shifts substantially all of the credit risk for all or part of the payments on the Issue to the guarantor under that arrangement.

Qualified Hedge has the meaning set forth in Reg § 1.148-4(h) and generally means a contract entered into by the Issuer with a hedge provider primarily to modify the Issuer's risk of interest rate changes with respect to all or a part of the Issue.

Reasonable Retainage has the meaning set forth in Reg § 1.148-7(h) and generally means an amount, not to exceed 5% of Available Construction Proceeds or Adjusted Gross Proceeds, as applicable, on the date 24 months, or 18 months, as applicable, after the Issue Date, that is retained for reasonable business purposes relating to the Projects, including to ensure or promote compliance with a construction contract.

Rebate Requirement means the amount of rebatable arbitrage with respect to the Issue, computed as of the last day of any Bond Year pursuant to Reg § 1.148-3.

Refunded Bonds means, when applicable, all or the portion of each of the series of bonds being refunded by the Issue, as identified in Appendix B.

Refunded Notes means, when applicable, all or the portion of each of the series of notes being refunded by the Issue, as identified in Appendix B.

Specimen Only

Refunding Obligations means a Tax-Advantaged Bond issued to refund any portion of the Issue, including any subsequent Tax-Advantaged Bond in a series of refundings thereof.

Refunding Portion means, when applicable, the portion of the Issue allocable to the refunding of the Refunded Bonds and/or Refunded Notes, together with the portion of the Issue allocable to the financing of a ratable share of Issuance Costs and other common costs of the Issue.

Regulations or Reg means the applicable Treasury Regulations promulgated by the Secretary of the Treasury of the United States under the Code.

Related Party has the meaning set forth in Reg §1.150-1(b) and generally means, in reference to a Governmental Unit or a 501(c)(3) Organization, any member of the same Controlled Group, and in any reference to any other Person, any two or more Persons who have more than fifty percent (50%) common ownership, directly or indirectly.

Replacement Proceeds has the meaning set forth in Reg §1.148-1(c) and generally means amounts that have a sufficiently direct nexus to the Issue or to the governmental purpose of the Issue to conclude that the amounts would have been used for that governmental purpose if the Proceeds of the Issue were not used, and includes a sinking fund, a pledged fund, and other replacement proceeds, each as defined in Reg § 1.148-1(c).

Research Guidelines means Reg §1.141-3(b)(6) and Revenue Procedure 2007-47 or any applicable successor thereto.

Sale Date has the meaning set forth in Reg § 1.150-1(c)(6) and generally means the first day on which there is a binding contract in writing for the sale of a Maturity.

Sale Proceeds has the meaning set forth in Reg § 1.148-1(b) and generally means amounts actually or constructively received from the sale of the Issue, or, when applicable, a Prior Issue.

Signature Certificate means the Signature, No Litigation and Official Statement Certificate or similar certificate prepared by Bond Counsel relating to the Issue or, when applicable, a Prior Issue.

Small Issuer Exception has the meaning set forth in Section 148(f)(4)(D) and Reg § 1.148-8(a) and generally means that, as of the Issue Date, either (i) the Issue meets the exception for a current refunding under Section 148(f)(4)(D)(v) or (ii) the Issuer reasonably expects that the aggregate Issue Price of Tax-Exempt Bonds (other than (a) current refunding bonds to the extent the amount thereof does not exceed the outstanding amount of the obligations to be refunded thereby and (b) qualified private activity bonds) issued and to be issued by or on behalf of the Issuer during the current calendar year will not exceed $5,000,000 except by the lesser of (1) $10,000,000 or (2) the aggregate face amount of bonds, in either case attributable to financing the construction of public school facilities, as provided in Section 148(f)(4)(D)(vii). In addition, the Issuer must have the power to impose or to cause the imposition of taxes of general applicability which, when collected, may be used for the general purposes of the Issuer. The Issuer's power to impose or cause the imposition of such taxes cannot be contingent on approval by any other Governmental Unit. The Issuer cannot form or avail itself of an entity for the purpose of avoiding the volume limitation described above.

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State or Local Governmental Unit has the meaning set forth in Reg § 1.103-1(a) and is generally a state or any political subdivision of a state, but excludes the United States and its agencies or instrumentalities.

Successful Bidder(s) means, when applicable, the Successful Bidder(s) set forth in Appendix B.

Successful Bond Bidder means, when applicable, the Successful Bond Bidder set forth in Appendix B.

Successful Note Bidder means, when applicable, the Successful Note Bidder set forth in Appendix B.

Tax-Advantaged Bond has the meaning set forth in Reg § 1.150-1(b) and generally means a tax-exempt bond or a taxable bond that provides a federal tax benefit that reduces the Issuer's borrowing costs.

Tax Certificate means the Tax Certificate to which this Appendix A is attached.

Tax-Exempt Bond means any obligation the interest on which is excluded from gross income for federal income tax purposes pursuant to Section 103, other than a "specified private activity bond" within the meaning of Section 57(a)(5)(C), as well as (i) stock in a "regulated investment company" (within the meaning of Section 852) to the extent at least 95 percent of income to the stockholder is treated as interest on Tax-Exempt Bonds and (ii) any demand deposit obligation issued by the United States Department of the Treasury pursuant to Subpart C of 31 CFR Part 344.

Transferred Proceeds has the meaning set forth in Reg § 1.148-9(b) and generally means Proceeds of a Prior Issue that become Proceeds of the Issue under the transferred proceeds allocation rule in Reg § 1.148-9(b).

Two Year Spending Exception has the meaning set forth in Reg § 1.148-7(e) and generally means Available Construction Proceeds are expended at least as quickly as follows:

10% within six months after the Issue Date

45% within twelve months after the Issue Date

75% within eighteen months after the Issue Date

100% within twenty-four months after the Issue Date

The requirement that 100% of Available Construction Proceeds be spent within twenty-four months after the Issue Date will be met if at least 95% of Available Construction Proceeds is spent within twenty-four months and the remainder is held as Reasonable Retainage, as permitted by contracts with the Issuer's contractors, and such remainder is spent within thirty-six months after the Issue Date.

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Underwriter means (i) any Person, including, when applicable, a Successful Bidder/Successful Bond Bidder/Successful Note Bidder, that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds and/or notes of the Issue, or, when applicable, a Prior Issue, to the Public, and (ii) any Person that agrees pursuant to a written contract directly or indirectly with a Person described in clause (i) of this paragraph to participate in the initial sale of such bonds and/or notes of the Issue, or, when applicable, a Prior Issue, to the Public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of such bonds and/or notes of the Issue, or, when applicable, a Prior Issue, to the Public).

Votes means the authorizations for the Issue specified in the Signature Certificate.

Yield has the meaning set forth in Reg § 1.148-4 for an issue and Reg § 1.148-5 for investments, and generally means, as to the Issue, or, when applicable, a Prior Issue, or Investment Property, as applicable, that discount rate which, when used in computing the present value of all unconditionally payable payments representing (i) principal, adjusted, as required, for any substantial discounts or premiums, (ii) interest, including costs of Qualified Guarantees, and (iii) payments or receipts on Qualified Hedges, produces an amount equal to the Issue Price of the Issue, or, when applicable, a Prior Issue, or the purchase price of Investment Property, as appropriate.

Yield Reduction Payment means a "qualified yield reduction payment" to the United States Department of the Treasury that reduces the yield on Investment Property, as set forth in Reg § 1.148-5(c).

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APPENDIX B
ISSUE SPECIFIC DEFINITIONS

For purposes of the Tax Certificate to which this Appendix B is attached, and the exhibits to the Tax Certificate and any schedules or attachments to those exhibits, the following capitalized terms have the following meanings:

Bond Year means the period beginning on the Issue Date and ending on June 14, 2024, which is the last day on which any notes of the Issue will remain outstanding for federal tax purposes.

Issue Date means, as to the Issue, the date of this Tax Certificate, March 15, 2024.

Municipal Advisor means Hilltop Securities Inc., as municipal advisor to the Issuer in connection with the Issue.

Sale Date of the Issue is March 6, 2024.

Sale Proceeds means as to the Issue, the amount of $2,711,627.25, comprising the stated principal amount of the Issue ($2,705,000), plus original issue premium thereon in the amount of $6,627.25.

Successful Bidder means Fidelity Capital Markets, a Division of National Financial Services LLC.

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APPENDIX C
POST-ISSUANCE TAX COMPLIANCE PROCEDURES
TAX-EXEMPT OBLIGATIONS AND OTHER TAX-BENEFITED OBLIGATIONS

I. Introduction

These post-issuance compliance procedures of the Issuer are designed to provide for the effective management of the Issuer's post issuance compliance program for tax-exempt and other tax-benefited obligations in a manner consistent with state and federal laws applicable to such obligations.

II. Post-Issuance Tax Compliance

The Treasurer of the Issuer, or such other designated officer (the "Compliance Officer") shall be the primary bond compliance officer responsible for each issuance by the Issuer of tax-exempt (or otherwise tax-benefited) bonds, notes, financing leases, or other obligations (herein, collectively referred to as "bonds"). All information related to each bond issue and the facilities, equipment and other assets financed by such issue shall be maintained by or on behalf of the Compliance Officer and the actions taken under subsections A through C of this Section II shall be taken by the Compliance Officer or on behalf of the Compliance Officer by such other officers or employees of the Issuer as appropriate.

A. Tax Certificate and Continuing Education

1. **Tax Certificate** – A Tax Certificate is prepared for each issuance of bonds. Immediately upon issuing any bonds, the Compliance Officer, in conjunction with the Issuer's bond counsel and financial advisor, shall review the Tax Certificate and make notes regarding specific compliance issues for such bond issue on the Post-Issuance Compliance Notes form at Exhibit A. The Tax Certificate and Notes shall clearly define the roles and responsibilities relating to the ongoing compliance activities for each bond issue and will identify specific compliance requirements.

2. **Continuing Education** – The Compliance Officer will actively seek out advice of bond counsel on any matters that appear to raise ongoing compliance concerns and may attend or participate in seminars, teleconferences, etc. sponsored by organizations such as the Massachusetts Collector-Treasurer Association and the Massachusetts Government Finance Officers Association that address compliance issues and developments in the public finance bond arena. In addition, national organizations such as the Securities Industry and Financial Markets Association (SIFMA) and the National Association of Bond Lawyers (NABL) offer numerous training opportunities and materials which may be useful to the Compliance Officer.

B. Tax-Exempt Bonds Compliance Monitoring

1. **Restrictions against Private Use** – The Compliance Officer will continuously monitor the expenditure of bond proceeds and the use of facilities or equipment financed or refinanced with bonds to ensure compliance with Section 141 of the Internal Revenue Code (the

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"Code") which generally establishes limitations on the use of bond-financed facilities by non-state or local governmental entities, such as individuals using bond-financed assets on a basis other than as a member of the general public, corporations and the federal government and its agencies and instrumentalities.

a. **Use of Bond Proceeds** – The Compliance Officer will monitor and maintain records with respect to expenditures to ensure that bond proceeds are being used on capital expenditures for governmental purposes in accordance with the bond documents and document the allocation of all bond proceeds. Such monitoring is required not only for tax-exempt bonds, but also for tax credit bonds.

b. **Use of the Bond-Financed Facility or Equipment**

   i. **Equipment assets financed with bonds** will be listed in a schedule for each bond issue, which schedule may be included in the Tax Certificate. Equipment assets generally are not to be disposed of prior to the earlier of (a) the date the bonds and all subsequent refundings of such bonds are fully paid, or (b) the end of the useful life of such equipment. The Compliance Officer will maintain the list of all bond-financed equipment for each bond issue, together with the equipment's expected useful life.

   ii. **Constructed or acquired assets financed with bonds** – In order to ensure that assets constructed or acquired using bond proceeds, such as infrastructure assets, are not leased, sold or disposed of prior to the end of the term of the bonds and of all subsequent refundings of such bonds:
      - Any asset constructed or acquired with bond proceeds shall be flagged in the Issuer's records, and
      - These projects will be monitored by the Compliance Officer.

   iii. If there is any proposal to change the use of a bond-financed facility from a governmental purpose to a use in which a private entity may have the use or benefit of such a facility on a basis that is different from the rest of the general public, the Compliance Officer will consult with bond counsel <u>prior</u> to the occurrence of the proposed change in use.

2. **Qualification for Initial Temporary Periods and Compliance with Restrictions against Hedge Bonds**

   a. **Expectations as to Expenditure of "New Money" Bond Proceeds**

      i. In order to qualify under the arbitrage rules for an initial temporary period of 3 years for "new money" issues during which bond proceeds can be invested without regard to yield (but potentially subject to rebate), the Issuer must reasonably expect to spend at least 85% of "spendable proceeds" by the end of the temporary period. In general under Code Section 149, in order to avoid classification of an issue of bonds as "hedge bonds," the Issuer must both (x) reasonably expect to spend 85% of the "spendable proceeds" of the bond issue within the 3 year period beginning on the date the bonds are issued and (y)

Specimen Only

invest not more than 50% of the proceeds of the issue in investments having a substantially guaranteed yield for 4 years or more. These expectations have been documented for the Issuer's outstanding bond issues in the tax certificates executed in connection with each bond issue.

ii. If, for any reason, the Issuer's expectations concerning the period over which the bond proceeds are to be expended change from what was documented in the applicable tax certificate, the Compliance Officer will consult with bond counsel.

b. **Project Draw Schedule Compliance Monitoring** – While there are unspent proceeds of a bond issue, the Compliance Officer will compare and analyze the original anticipated project draw schedule and the actual expenditure payouts and reimbursements on each bond-financed project on an annual or more frequent basis. The purpose of this analysis is to determine the variances from the original expected draw schedule for each project and to document the reasons for these variances to provide a continual record on the spending progress of each bond-financed project. Factors relevant to the analysis include unexpected delays in the project timelines, extreme weather, contract time extensions due to unexpected events, supplemental agreements and any other factor with a potential to impact the progress or completion of the projects. Generally, there should be no effect on the tax-exempt status of the bonds under either the temporary period rules or the hedge bond rules if the actual disbursements do not meet the original project draw schedule, unless circumstances surrounding the actual events cast doubt on the reasonableness of the stated expectations on the issuance date. Therefore, it is important for the Compliance Officer to update the progress of each project at least annually, and consult with bond counsel as to any variance from the original schedule.

c. **Bond Proceeds Expenditure Schedule Compliance Monitoring** – While there are unspent proceeds of bonds, the Compliance Officer will compare and analyze the bond proceeds expenditure schedule and the actual investment earnings on each project on an annual or more frequent basis. The purpose of this analysis is to determine any variances from the expected expenditure schedule and to document the reasons for these variances.

3. **Arbitrage Rebate Compliance**

a. Bonds may lose their tax-favored status, retroactive to the date of issuance, if they do not comply with the arbitrage restrictions of section 148 of the Code. Two general sets of requirements under the Code must be applied in order to determine whether governmental bonds are arbitrage bonds: the yield restriction requirements of section 148(a) and the rebate requirements of section 148(f).

b. **Yield Restriction Requirements** – The yield restriction requirements provide, in general terms, that gross proceeds of a bond issue may not be invested in investments earning a yield higher than the yield of the bond issue, except for investments (i) during one of the temporary periods permitted under the regulations (including the initial three

Specimen Only

year temporary period described above), (ii) in a reasonably required reserve or replacement fund or (iii) in an amount not in excess of the lesser of 5% of the sale proceeds of the issue or $100,000 (the "minor portion"). Under limited circumstances, the yield on investments subject to yield restriction can be reduced through payments to the IRS known as "yield reduction payments." The Tax Certificate will identify those funds and accounts associated with a particular issue of bonds known, as of the date of issuance, to be subject to yield restriction.

c. Rebate Requirements

i. If, consistent with the yield restriction requirements, amounts treated as bond proceeds are permitted to be invested at a yield in excess of the yield on the bonds (pursuant to one of the exceptions to yield restriction referred to above), rebate payments may be required to be made to the U.S. Treasury. Under the applicable regulations, the aggregate rebate amount is the excess of the future value of all the receipts from bond funded investments over the future value of all the payments to acquire such investments. The future value is computed as of the computation date using the bond yield as the interest factor. At least 90% of the rebate amount calculated for the first computation period must be paid no later than 60 days after the end of the first computation period. The amount of rebate payments required for subsequent computation periods (other than the final period) is that amount which, when added to the future value of prior rebate payments, equals at least 90% of the rebate amount. For the final computation period, 100% of the calculated amount must be paid. Rebate exceptions and expectations are documented for each bond issue in the tax certificate executed at the time of such bond issue.

ii. While there are unspent proceeds of bonds, the Issuer will engage an experienced independent rebate analyst to annually calculate any rebate that may result for that year and annually provide a rebate report to the Compliance Officer. Bond counsel can assist with referrals to qualified rebate analysts.

d. Timing of Rebate Payments

The Compliance Officer will work with the rebate analyst to ensure the proper calculation and payment of any rebate payment and/or yield-reduction payment at the required time:

i. First installment due no later than 60 days after the end of the fifth anniversary of each bond issuance;
ii. Succeeding installments at least every five years;
iii. Final installment no later than 60 days after retirement of last bond in the issue.[1]

4. Refunding Requirements

[1] Generally, rebate payments must be paid not later than 60 days after retirement of the last bond in the issue.

Specimen Only

a. **Refunded Projects** – The Compliance Officer will maintain records of all bond financed assets for each bond issue, including assets originally financed with a refunded bond issue.

b. **Yield Restriction** – The Compliance Officer will work with its financial advisor and bond counsel to maintain records of allocation of bond proceeds for current and advance refundings of prior bond issues to ensure that such bond proceeds are expended as set forth in the applicable tax certificate executed at the time the refunding bonds are issued. Any yield restricted escrows will be monitored for ongoing compliance.

C. Record Retention

1. Section 6001 of the Code provides the general rule for the proper retention of records for federal tax purposes. The IRS regularly advises taxpayers to maintain sufficient records to support their tax deductions, credits and exclusions. In the case of a tax-exempt bond transaction, the primary taxpayers are the bondholders. In the case of other tax benefited bonds, such as "build America bonds" or "recovery zone economic development bonds", the Issuer will be treated as the taxpayer. In order to ensure the continued exclusion of interest to such bondholders, it is important that the Issuer retain sufficient records to support such exclusion.

2. **In General**

   a. All records associated with any bond issue shall be stored electronically or in hard copy form at the Issuer's offices or at another location conveniently accessible to the Issuer.

   b. The Compliance Officer will ensure that the Issuer provides for appropriate storage of these records.

   c. If storing documents electronically, the Issuer shall conform with Rev. Proc. 97-22, 1997-1 C.B. 652 (as the same may be amended, supplemented or superseded), which provides guidance on maintaining books and records by using an electronic storage system. Bond counsel can furnish a copy of this Revenue Procedure if needed.

3. **Bonds** – Unless a longer period of time is required by state law, the Issuer shall maintain the bond record as defined in this section for the longer of the life of the bonds plus 3 years or the life of refunding bonds (or series of refunding bonds) which refunded the bonds plus 3 years. The bond record shall include the following documents:

   a. **Pre-Issuance Documents**

      i. **Guaranteed Investment Contracts ("GICs") and Investments (other than Treasury's State and Local Government Series Securities, "SLGs")** – If applicable, the Compliance Officer shall retain

Specimen Only

all documentation regarding the procurement of each GIC or other investment acquired on or before the date of bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules. If SLGs are purchased, a copy of the final subscription shall be maintained.

ii. **Project Draw Schedule** – The Compliance Officer shall retain all documentation and calculations relating to the draw schedule used to meet the "reasonable expectations" test and use of proceeds tests (including copies of contracts with general and sub-contractors or summaries thereof).

iii. **Issue Sizing** – The Compliance Officer shall maintain a copy of all financial advisor's or underwriter's structuring information.

iv. **Bond Insurance** – If procured by the Issuer, the Compliance Officer shall maintain a copy of insurance quotes and calculations supporting the cost benefit of bond insurance, if any.

v. **Costs of Issuance documentation** – The Compliance Officer shall retain all invoices, payments and certificates related to costs of issuance of the bonds.

b. **Issuance Documents** – The Compliance Officer shall retain the bound bond transcript delivered from bond counsel.

c. **Post-Issuance Documents**

i. **Post-Issuance Guaranteed Investment Contracts and Investments (Other than SLGs)** – the Compliance Officer shall retain all documentation regarding the procurement of any GIC or other investment acquired after bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules.

ii. **Records of Investments** shall be retained by the Compliance Officer.

iii. **Investment Activity Statements** shall be retained by the Compliance Officer.

iv. **Records of Expenditures** – The Compliance Officer shall maintain or shall cause to be maintained all invoices, etc. relating to equipment purchases and constructed or acquired projects, either electronically or in hard copy.

Specimen Only

v. **Records of Compliance**

- **Qualification for Initial Temporary Periods and Compliance with Restrictions against Hedge Bond Documentation** – The Compliance Officer shall prepare the annual analysis described in Section II(B)(2) above and maintain these records.
- **Arbitrage Rebate Reports** may be prepared by the Compliance Officer or a third party as described in section II (B)(3) of this document and retained by the Compliance Officer.
- **Returns and Payment** – Shall be prepared at the direction of the Compliance Officer and filed as described in Section II(B)(3) of this document.
- **Contracts under which any bond proceeds are spent (consulting engineering, acquisition, construction, etc.)** – The Compliance Officer shall obtain copies of these contracts and retain them for the bond record.

d. General

i. **Audited Financial Statements** – The Compliance Officer will maintain copies of the Issuer's annual audited Financial Statements.

ii. **Reports of any prior IRS Examinations** – The Compliance Officer will maintain copies of any written materials pertaining to any IRS examination of the Issuer's bonds.

III. Voluntarily Correcting Failures to Comply with Post-Issuance Compliance Activities

If, in the effort to exercise due diligence in complying with applicable federal tax laws, a potential violation is discovered, the Issuer may address the violation through the applicable method listed below. The Issuer should work with its bond counsel to determine the appropriate way to proceed.

A. Taking remedial actions as described in Section 141 of the Internal Revenue Code

B. Utilizing the Voluntary Closing Agreement Program (VCAP) – Section 7.2.3 of the Internal Revenue Manual establishes the voluntary closing agreement program for tax-exempt bonds (TEB VCAP) whereby issuers of tax-exempt bonds can resolve violations of the Internal Revenue Code through closing agreements with the Internal Revenue Service.

IV. Post Issuance Tax Compliance Procedures Review

The Compliance Officer shall review these procedures at least annually, and implement revisions or updates as deemed appropriate, in consultation with bond counsel.

Specimen Only

Exhibit A

POST ISSUANCE COMPLIANCE NOTES
[Name of Bond]

Transaction Parties

Overall Responsible Party for Debt Management Activities _____
Bond Counsel _____
Paying Agent _____
Rebate Specialist _____
Other _____

Specimen Only

EXHIBIT A

$2,705,000
Town of Needham, Massachusetts
General Obligation Bond Anticipation Notes
Dated March 15, 2024

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of the Successful Bidder, hereby certifies as set forth below with respect to the sale of the above-captioned obligations ("Issue") of the Issuer. Capitalized terms used and not otherwise defined herein shall have the respective meanings set forth in the Tax Certificate to which this Exhibit A is attached.

1. Reasonably Expected Initial Offering Price.

(a) As of the Sale Date, the reasonably expected initial offering price of the notes of the Issue to the Public by the Successful Bidder is the price listed in Schedule A ("Expected Offering Price"). The Expected Offering Price is the price for the notes of the Issue used by the Successful Bidder in formulating its bid to purchase the Issue. Reflected in Schedule B is a true and correct representation of the bid provided by the Successful Bidder to purchase the notes of the Issue.

(b) The Successful Bidder was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by the Successful Bidder constituted a firm offer to purchase the notes of the Issue.

2. Receipt. The Successful Bidder hereby acknowledges receipt of the notes of the Issue from the Issuer and further acknowledges receipt of all certificates, opinions and other documents required to be delivered to the Successful Bidder, before or simultaneously with the delivery of such notes of the Issue, which certificates, opinions and other documents are satisfactory to the Successful Bidder.

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Successful Bidder's interpretation of any laws, including specifically Sections 103 and 148 and the Regulations thereunder.

[Remainder of page intentionally left blank; signature page follows.]

Specimen Only

The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Issue, and by Locke Lord LLP in connection with rendering its opinion that the interest on the Issue is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Issue.

Dated: March 15, 2024

FIDELITY CAPITAL MARKETS, A DIVISION OF NATIONAL FINANCIAL SERVICES LLC

By: _____
Name:
Title:

Specimen Only

SCHEDULE A TO EXHIBIT A

EXPECTED INITIAL OFFERING PRICE TO THE PUBLIC

Town of Needham, Massachusetts

$2,705,000 General Obligation Bond Anticipation Notes

Dated March 15, 2024

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
06/14/2024	Serial Note	4.000%	3.000%	2,705,000.00	100.245%	2,711,627.25
Total	-	-	-	$2,705,000.00	-	$2,711,627.25

Bid Information

Par Amount of Bonds	$2,705,000.00
Reoffering Premium or (Discount)	6,627.25
Gross Production	$2,711,627.25
Total Underwriter's Discount (0.100%)	$(2,705.00)
Bid (100.145%)	2,708,922.25
Total Purchase Price	$2,708,922.25
Bond Year Dollars	$668.74
Average Life	0.247 Years
Average Coupon	3.9999993%
Net Interest Cost (NIC)	3.4134825%
True Interest Cost (TIC)	3.4232251%

Specimen Only

SCHEDULE B TO EXHIBIT A

SUCCESSFUL BIDDER'S BID

Fidelity Capital Markets - Boston , MA's Bid

PARITY

Needham (Town)
$2,705,000 General Obligation Bond Anticipation Notes

For the aggregate principal amount of $2,705,000.00, we will pay you $2,708,922.25, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate:

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
06/14/2024	2,705M	4.0000	3.0000	100.245

Bid:	100.145000
Premium:	$3,922.25
Net Interest Cost:	$22,827.19
NIC:	3.413483

Time Last Bid Received On:03/06/2024 10:55:36 EST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Fidelity Capital Markets, Boston , MA
Contact: Dan Noonan
Title: Vice-President
Telephone:781-820-8150
Fax: 617-692-5949

Specimen Only

EXHIBIT B

$2,705,000
Town of Needham, Massachusetts
General Obligation Bond Anticipation Notes
Dated March 15, 2024

CERTIFICATE OF THE MUNICIPAL ADVISOR

The undersigned, on behalf of the Municipal Advisor, has assisted the Issuer in soliciting and receiving bids from potential underwriters in connection with the sale of the notes of the Issue in a competitive bidding process in which bids were requested for the purchase of such notes at specified written terms set forth in the Notice of Sale, a copy of which is attached to this certificate as Attachment 1. Capitalized terms used and not otherwise defined herein shall have the respective meanings set forth in the Tax Certificate to which this Exhibit B is attached. The competitive sale requirements (as defined in the Notice of Sale) for the notes of the Issue were met. The Municipal Advisor further advises as follows:

1. The notes of the Issue were offered for sale at specified written terms more particularly described in the Notice of Sale, which was distributed to potential bidders.

2. The Notice of Sale was disseminated electronically through PARITY on February 29, 2024. The method of distribution of the Notice of Sale is regularly used for purposes of disseminating notices of sale of new issuances of municipal bonds, and notices disseminated in such manner are widely available to potential bidders.

3. To the knowledge of the Municipal Advisor, all bidders were offered an equal opportunity to bid to purchase the notes of the Issue so that, for example, if the bidding process afforded any opportunity for bidders to review other bids before providing a bid, no bidder was given an opportunity to review other bids that was not equally given to all other bidders (that is, no exclusive "last-look").

4. The Issuer received bids for the notes of the Issue from at least three Underwriters who represented that they have established industry reputations for underwriting new issuances of municipal bonds. Based upon the Municipal Advisor's knowledge and experience in acting as the Municipal Advisor for other municipal issues, the Municipal Advisor believes those representations to be accurate. Copies of any written bids received are attached to this certificate as Attachment 2. Bids not reflected in Attachment 2, if any, were received by telephone rather than in writing.

5. The winning bidder for the notes of the Issue was the Successful Bidder, whose bid was determined to be the best conforming bid in accordance with the terms set forth in the Notice of Sale, as shown in the bid comparison attached as Attachment 3 to this certificate. The Issuer awarded the notes of the Issue to the Successful Bidder.

6. The Yield on the Issue is 3.0130221% as shown on the attached Schedule A.

Specimen Only

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Municipal Advisor's interpretation of any laws, including specifically Sections 103 and 148 and the Regulations thereunder.

[Remainder of page intentionally left blank; signature page follows.]

Specimen Only

The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate to which this certificate is attached and with respect to compliance with the federal income tax rules affecting the Issue, and by Locke Lord LLP in connection with rendering its opinion that the interest on the Issue is excluded from gross income for federal income tax purposes, in the preparation of the Internal Revenue Service Form 8038-G, and in providing other federal income tax advice that it may give to the Issuer from time to time relating to the Issue. The Issuer and Locke Lord LLP may also rely on the foregoing information for purposes of determining compliance with Section 21A of Chapter 44 of the Massachusetts General Laws, if applicable. No other Persons may rely on the representations set forth in this certificate without the prior written consent of the Municipal Advisor.

Dated: March 15, 2024

HILLTOP SECURITIES INC.

By: _____
Name:
Title:

Specimen Only

ATTACHMENT 1 TO EXHIBIT B

NOTICE OF SALE

Specimen Only

ATTACHMENT 2 TO EXHIBIT B

COPIES OF WRITTEN BIDS RECEIVED

Fidelity Capital Markets - Boston , MA's Bid

PARITY

Needham (Town)
$2,705,000 General Obligation Bond Anticipation Notes

For the aggregate principal amount of $2,705,000.00, we will pay you $2,708,922.25, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate:

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
06/14/2024	2,705M	4.0000	3.0000	100.245

Bid:	100.145000
Premium:	$3,922.25
Net Interest Cost:	$22,827.19
NIC:	3.413483
Time Last Bid Received On:03/06/2024 10:55:36 EST	

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Fidelity Capital Markets, Boston , MA
Contact: Dan Noonan
Title: Vice-President
Telephone:781-820-8150
Fax: 617-692-5949

TD Securities - New York , NY's Bid

PARITY

Needham (Town)
$2,705,000 General Obligation Bond Anticipation Notes

For the aggregate principal amount of $2,705,000.00, we will pay you $2,705,919.70, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate:

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
06/14/2024	2,705M	4.2500	3.7000	100.134

Bid:	100.034000
Premium:	$919.70
Net Interest Cost:	$27,501.58
NIC:	4.112472
Time Last Bid Received On:03/06/2024 10:47:39 EST	

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: TD Securities, New York , NY
Contact: Chris Dimon
Title:
Telephone:212-827-7171
Fax:

Specimen Only

Piper Sandler & Co - New York , NY's Bid

PARITY

Needham (Town)
$2,705,000 General Obligation Bond Anticipation Notes

For the aggregate principal amount of $2,705,000.00, we will pay you $2,707,596.80, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate:

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
06/14/2024	2,705M	5.0000	3.2500	100.429

Bid:	100.096000
Premium:	$2,596.80
Net Interest Cost:	$30,840.01
NIC:	4.611685
Time Last Bid Received On:03/06/2024 10:59:56 EST	

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Piper Sandler & Co, New York , NY
Contact: Christopher DiCerbo
Title: Underwriter
Telephone:212-284-9387
Fax: 212-284-9411

BNYMellon Capital Markets - Pittsburgh , PA's Bid

PARITY

Needham (Town)
$2,705,000 General Obligation Bond Anticipation Notes

For the aggregate principal amount of $2,705,000.00, we will pay you $2,706,603.25, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate:

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
06/14/2024	2,705M	5.0000	3.6500	100.330

Bid:	100.059270
Premium:	$1,603.25
Net Interest Cost:	$31,833.56
NIC:	4.760256
Time Last Bid Received On:03/06/2024 10:59:19 EST	

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: BNYMellon Capital Markets, Pittsburgh , PA
Contact: Luke Guglielmo
Title: Trader
Telephone:212-815-2655
Fax:

Specimen Only

ATTACHMENT 3 TO EXHIBIT B

BID COMPARISON

Town of Needham, Massachusetts

$2,705,000 General Obligation Bond Anticipation Notes

HilltopSecurities
A Hilltop Holdings Company.

Sale Date:	3/6/2024
Dated Date:	3/15/2024
Delivery Date:	3/15/2024
Due Date:	6/14/2024
Days Per Year:	360
Day Count:	89
Bank Qualified:	No
Rating:	None

Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Fidelity Capital Markets	•	$2,705,000	4.00%	$3,922.25	$26,749.44	$22,827.19	3.4135%	$3,922.25	$26,749.44	$2,705,000	3.00%
Oppenheimer & Co.	•	$2,705,000	4.25%	$1,555.00	$28,421.28	$26,866.28	4.0175%				
TD Securities	•	$2,705,000	4.25%	$919.70	$28,421.28	$27,501.58	4.1125%				
Piper Sandler & Co	•	$2,705,000	5.00%	$2,596.80	$33,436.81	$30,840.01	4.6117%				
BNYMellon Capital Markets	•	$2,705,000	5.00%	$1,603.25	$33,436.81	$31,833.56	4.7603%				
Award Totals								$3,922.25	$26,749.44	$2,705,000	

Weighted Average Net Interest Cost: 3.4135%

Specimen Only

SCHEDULE A TO EXHIBIT B

PROOF OF YIELD ON THE ISSUE

Town of Needham, Massachusetts

$2,705,000 General Obligation Bond Anticipation Notes

Dated March 15, 2024

Proof of Bond Yield @ 3.0130221%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
03/15/2024	-	1.0000000x	-	-
06/14/2024	2,731,749.44	0.9926340x	2,711,627.25	2,711,627.25
Total	$2,731,749.44	-	$2,711,627.25	-

Derivation Of Target Amount

Par Amount of Bonds	$2,705,000.00
Reoffering Premium or (Discount)	6,627.25
Original Issue Proceeds	$2,711,627.25

Specimen Only

EXHIBIT C

SPENDING SCHEDULE

Town of Needham, Massachusetts

$2,705,000 General Obligation Bond Anticipation Notes

HilltopSecurities
A Hilltop Holdings Company

Sale Date: 3/6/2024
Dated Date: 3/15/2024
Delivery Date: 3/15/2024
Due Date: 6/14/2024

Spending Schedule

New Money Purpose	This Issue	Date of First Expenditure*	Spent By Original Issue Date - 3/15/2024	Spent By 9/15/2024	Spent By 3/15/2025	Spent By 9/15/2025	Spent By 3/15/2026
RTS Property Repairs	$65,000	N/A	$0	$65,000	$65,000	$65,000	$65,000
Public Safety Building and Fire Station #2	$60,000	4/1/2023	$59,054	$60,000	$60,000	$60,000	$60,000
Emery Grover Building Addition and Renovation	$2,550,000	10/1/2023	$2,550,000	$2,550,000	$2,550,000	$2,550,000	$2,550,000
Broadmeadow and Eliot School Rooftop Unit Replacement	$30,000	1/19/2024	$30,000	$30,000	$30,000	$30,000	$30,000
Total	$2,705,000		$2,639,054	$2,705,000	$2,705,000	$2,705,000	$2,705,000

*If the Town is using new money BAN proceeds to reimburse itself for prior expenditures made for these projects, please include the date of the first such expenditure to be reimbursed using the proceeds of this new money portion of the borrowing (as opposed to the date the first expenditure that may have been made on the project as a whole).

Specimen Only

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Needham, Massachusetts (the "Town"), certify that at a meeting of the board held March 12, 2024, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of $2,705,000 4.00 percent General Obligation Bond Anticipation Notes of the Town dated March 15, 2024 and payable June 14, 2024 (the "Notes"), to Fidelity Capital Markets, a Division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of $3,922.25.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 29, 2024, and a final Official Statement dated March 6, 2024, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Specimen Only

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: March 12, 2024

_____
Clerk of the Select Board

Specimen Only

[Signature Page to Vote of the Select Board]

Certificate of Award

I, the Assistant Treasurer of the Town of Needham, Massachusetts, hereby award the $2,705,000 General Obligation Bond Anticipation Notes dated March 15, 2024 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated February 29, 2024, relating to the Notes, subject to the approval of this award by the Select Board.

Date: March 6, 2024

Diane M. Ryan
Assistant Treasurer

COPY

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Grant of Location Engineering Review Process
Presenter(s)	Carys Lustig, Director of Public Works Tom Ryder, Town Engineer

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Engineer will discuss the Department of Public Work's review process of Grant of Location petitions and the information provided from DPW to the Select Board via the Grant of Location Petition Review Form.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion only.	
3.	**BACK UP INFORMATION ATTACHED**
a. DPW Grant of Location Petition Review Form	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Emily Meyer, 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: _____ REVIEWER: _____

SITE LOCATION: _____ UTILITY REQUESTING: _____

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

B Work Within Paved Road Perpendicular Crossing Peer Review _____

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

- ☐ Petition Plan Consistent with Field Review
- ☐ Diameter of Conduit
- ☐ Depth of Conduit
- ☐ Utility Conflicts
- ☐ Crossing Perpendicular to Road
- ☐ Public Road
- ☐ Double Pole
- ☐ Old Pole Removed
- ☐ Cables Transferred to New Pole
- ☐ New Riser on Pole
- ☐ Visible Trench Patch across Road/Sidewalk
- ☐ Abutters List Complete
- ☐ Photos Included

Department Head_____

COMMENTS:

_____

_____

_____

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Public Hearing: Eversource Grant of Location – 70 Country Way
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately 70 feet of conduit in Country Way. The reason for this work is to change service from overhead to underground at 70 Country Way.

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 70 feet of conduit in Country Way.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Order
d. Petition
e. 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: Emily Meyer, 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: 2/15/24 REVIEWER: RaWW.

SITE LOCATION: #70 COUNTRY WAY UTILITY REQUESTING: EYERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

(B) Work Within Paved Road Perpendicular Crossing Peer Review tar

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

- [x] Petition Plan Consistent with Field Review
- [x] Diameter of Conduit
- [x] Depth of Conduit
- [x] Utility Conflicts WATER LATERAL
- [ ] Crossing Perpendicular to Road
- [x] Public Road
- [x] Double Pole N/A
- [x] Old Pole Removed N/A
- [x] Cables Transferred to New Pole N/A
- [x] New Riser on Pole No
- [x] Visible Trench Patch across Road/Sidewalk No
- [x] Abutters List Complete
- [x] Photos Included

Department Head _____

COMMENTS:

LOOKS GOOD TO ME. NO TRENCHING, NO NEW RISER ON POLE AS OF YET.

The application is in order pending a public hearing- tar

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

February 13, 2024

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Country Way
Needham, MA
W.O.# 15773841

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 70 feet of conduit in Country Way.

The reason for this work is to change service from overhead to underground at #70 Country Way.

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
Rights and Permits, Supervisor

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 tranmission of electricity for lighting, heating or power under the public way or ways of the Town thereinafter 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:

Country Way - **Northwesterly from pole 344/8, approximately 442 feet east of Village Lane, install approximately 70 feet of conduit.**

W.O.# 15773841

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 **K. Rice, dated February 2, 2024** on the file with said petition.
2. Said company 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. 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 _____ 2024 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,** Masssachusetts, duly adopted on the _____ day of _____, 2024 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 **K. Rice, dated February 2, 2024,** and filed herewith, under the following public way or ways of said Town:

Country Way - **Northwesterly from pole 344/8, approximately 442 feet east of Village Lane, install approximately 70 feet of conduit.**

W.O.#15773841

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

Dated this 13 day of February 2024

Town of **NEEDHAM** Massachusetts

Received and filed _____2024

_____

N:\SHARED-mmas-vf02\CIMAGE\BASELINS\NEE\NEE-COUNTRAM.dwg

#70 COUNTRY WAY

#80 COUNTRY WAY

APPROX. PT. OF PICKUP

APPROX. ℄

EVERSOURCE TO INSTALL

1-4" PVC CONDUIT

70'±

NAD 1983

R.O.W./BSW

3"GAS

BIT. BERM

DRAIN

8" WATER

8" SEWER

GG

HYD

WG

CONC. SIDEWALK

GRASS

COUNTRY WAY

W

S

G

BIT. BERM

GRASS

GG

CONC. SIDEWALK

GRASS

R.O.W.

MBX

344/8

DRIVEWAY

APPROX. 442'± TO

VILLAGE LANE

BIT. BERM

GRASS

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

#69 COUNTRY WAY

APPROX. ℄

#81 COUNTRY WAY

SECTION - 1

STREET SURFACE

APPROX. DEPTH 2'-6"

SECTION OF PROPOSED LINE

1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT

FIGURE - 1

0 20 40

SCALE IN FEET

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

MASS. LAW

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

C# 40-24	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 15773841	
Surveyed by: GR/LM	*Plan of* COUNTRY WAY
Research by: GR	NEEDHAM
Plotted by: SJ	Showing PROPOSED CONDUIT LOCATION
Proposed Structures: SJ	
Approved: K. RICE	Scale 1"=20' Date FEBRUARY 2, 2024
P#	SHEET 1 of 1

TOWN OF NEEDHAM, MASSACHUSETTS

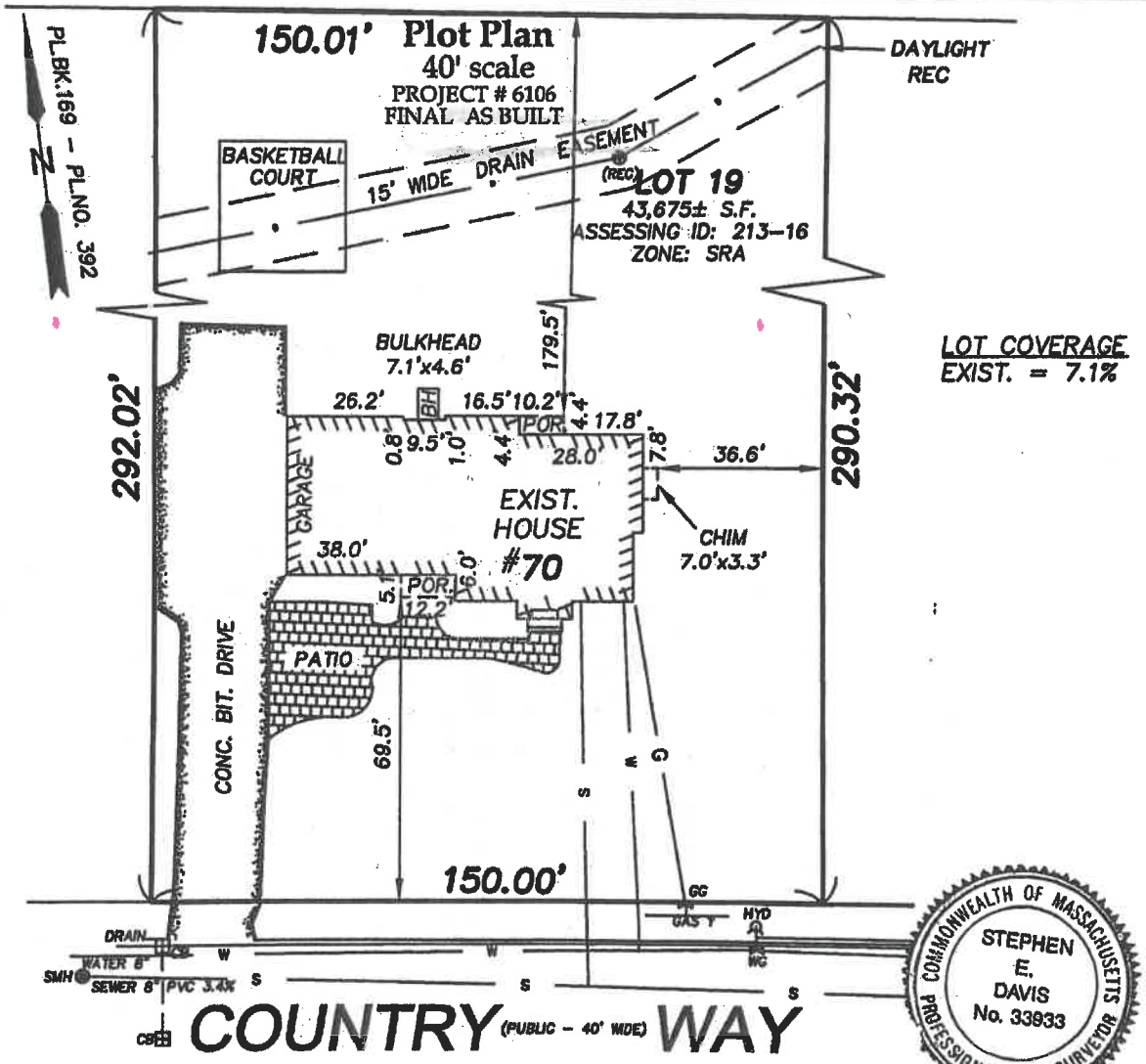
Building Inspection Department

Assessor's Map & Parcel No. 213 - 17

Building Permit No. _____ At No. 70 COUNTRY WAY

Lot Area: 43,675± S.F. Zoning District: SRA

Owner: GRETCHEN SILETTO Builder: _____



LOT COVERAGE
EXIST. = 7.1%

Utilities shown per record plans and documents. Locations to be verified prior to construction.

Note: Plot Plans shall be drawn in accordance with Sectios 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 utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs), and elevation of top of foundations and garage floor. For new construction, elevation of lot corners at street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and 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 in unsewered area.
(*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 15TH day of MAY 2020

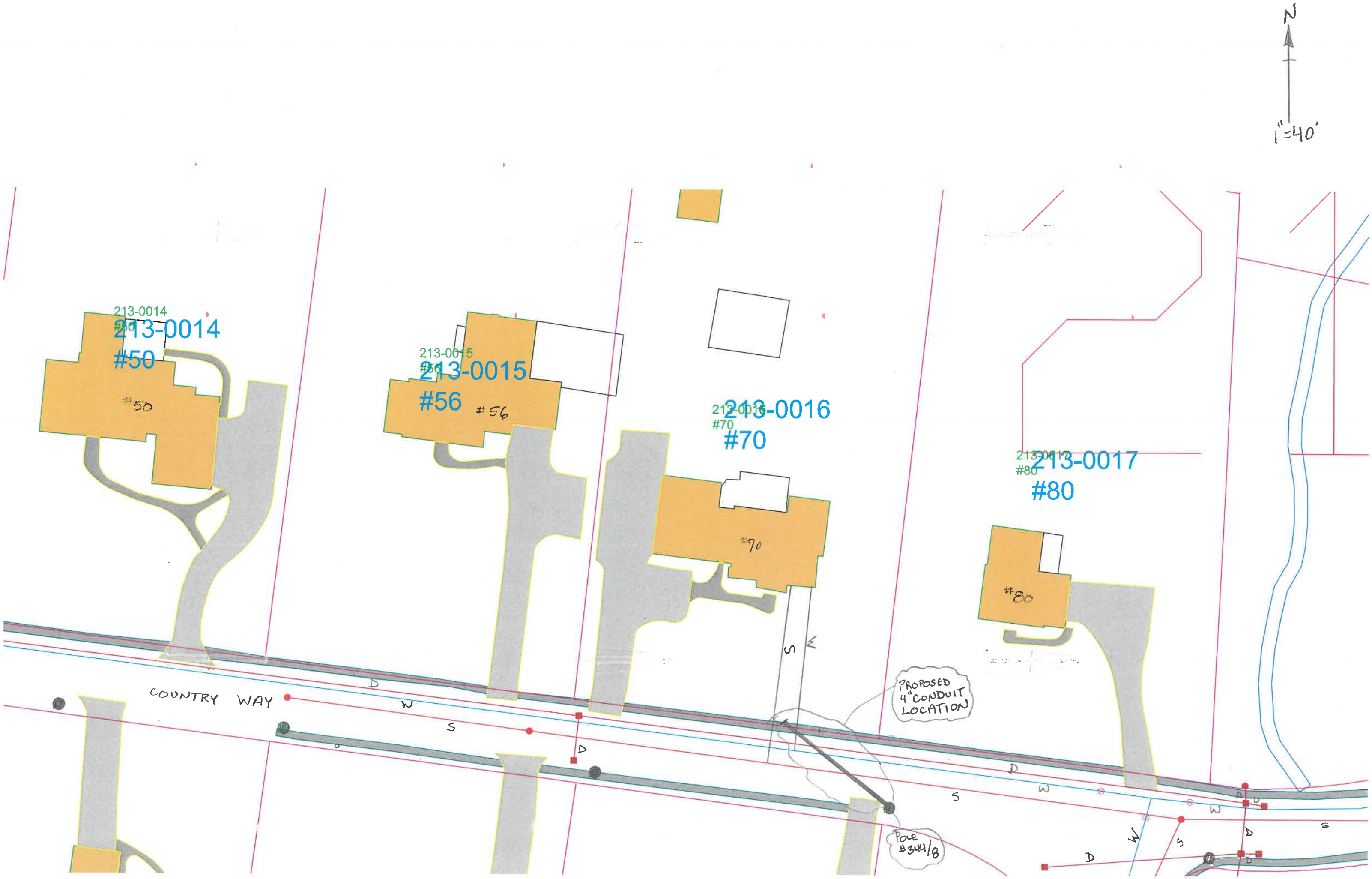
Name Stephen E. Davis Registered Land Surveyor No. 33933

Address Cheney Engineering Co., Inc., 53 Mellen St., Needham, MA 02494 Phone 781-444-2188

Approved _____ Director of Public Works Date _____

Approved _____ Building Inspector Date _____

PDC


N
1"=40'
213-0014
#50
213-0015
#56
213-0016
#70
213-0017
#80
COUNTRY WAY
PROPOSED 4" CONDUIT LOCATION
POLE #3441/8

70 COUNTRY WAY

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/213.0-0039-0000.(	KANGO, SUJAY R. &	KANGO, KALINDI	81 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0041-0000.(	BAKES, JUSTIN S. TR &	BAKES, DANIELA TR	55 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0017-0000.(	MUNROE, GREGORY P. &	ZELFAND, JESSICA GALE	80 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0015-0000.(	HERMAN, ELLIOT B. & KIMBERLY B. T	THE 56 COUNTRY WAY REALTY TRUST	56 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0016-0000.(	SILETTO, JOSEPH &	SILETTO, GRETCHEN	70 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0040-0000.(	BALLARD, EDWARD G. +	BALLARD, KATHRYN B	69 COUNTRY WAY	NEEDHAM	MA	02492-
199/213.0-0006-0000.(	NEEDHAM ENTERPRISES LLC		105 CHESTNUT ST STE	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.....

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on Tuesday, March 12, 2024 in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated February 13, 2024 to install approximately 70 feet of conduit in Country Way. The reason for this work is to change service from overhead to underground at 70 Country Way.

A public hearing is required, and abutters are notified.

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

Marianne Cooley
Kevin Keane
Heidi Frail
Marcus Nelson
Catherine Dowd

SELECT BOARD

You are invited to a Zoom webinar:
https://us02web.zoom.us/j/89068374046?pwd=UzBqaWIrNWZrSWdCQkpaZkJyd1RHQT09
Passcode: 221095
Webinar ID: 890 6837 4046

Dated: March 1, 2024

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Overview of Existing Stormwater Bylaw
Presenter(s)	Carys Lustig, Director of Public Works Tom Ryder, Town Engineer Justin Savignano, Assistant Town Engineer Joe Prondak, Building Commissioner

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Director of Public Works, Town Engineer, Assistant Town Engineer, and Building Commissioner will provide an overview of Article 7 – Stormwater of the Town's General Bylaws, including what the current requirements are (and are not) for new construction under the bylaw, how Town staff review applications and monitor compliance. Staff will also share some initial thoughts of potential policy changes for further consideration by the recently appointed Stormwater Bylaw Working Group.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only.	
3.	**BACK UP INFORMATION ATTACHED**
a. Article 7 – Stormwater Bylaw b. Presentation Slides	

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

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

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

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

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

SECTION 6.12 BURDEN OF PROOF

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

SECTION 6.13 APPEALS

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

SECTION 6.14 RELATION TO THE WETLANDS PROTECTION ACT

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

SECTION 6.15 EFFECTIVE DATE

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

ARTICLE 7

STORMWATER

SECTION 7.1 PURPOSE

The purpose of this By-Law is:

(a) To prevent pollution of Needham's wetlands and surface waters from uncontrolled stormwater runoff and illicit discharges.
(b) To prevent pollutants from entering the Town of Needham's Municipal Separate Storm Sewer System (MS4).

(c) To prohibit illicit connections and unauthorized discharges to the MS4 and to require the removal of all such illicit connections.
(d) To comply with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the U.S. Environmental Protection Agency (EPA), the Massachusetts Stormwater Standards, regardless of the location of the subject property relative to wetlands or other resource areas, and the Memorandum of Understanding (MOU) issued to the Town of Needham by the EPA in 1996.
(e) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement.
(f) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff.
(g) To promote infiltration and the recharge of groundwater.
(h) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff.
(i) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

SECTION 7.2 DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

Alteration Any activity that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, excavation, earthmoving, or paving.

Best Management Practices (BMPs) Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point source and non-point source pollution, and promote stormwater quality and protection of the environment.

Clean Water Act The Federal *Water Pollution Control Act* (33 *U.S.C.* §§ 1251 *et seq*.) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.
Commercial The term commercial shall include municipal, industrial, and multi-family projects.

Construction Site Any site where activity is proposed or occurs that involves the alteration of land and involves a permit required by the Town.

Development The alteration of land requiring an application for a building permit; or for a permit from the Planning Board, Zoning Board of Appeals (ZBA), or Conservation Commission.

Erosion Control The prevention or reduction of the movement of soil particles or rock fragments due to stormwater runoff. Erosion control is typically achieved through the installation of straw bales, silt fence, silt socks, or by surface coverings such as jute mesh, erosion control blankets, or by the establishment of surface vegetation.

Dry Well A subsurface structure that infiltrates stormwater runoff.

Green Citizen Certificate A certificate issued by the Select Board conferring recognition to environmentally conscious citizens who install infiltration/recharge systems, rain gardens, or similar stormwater quality improvements that are not required by the Stormwater By-Law or these promulgated regulations.

Illicit Connection A surface or subsurface drain or conveyance that allows a discharge into the MS4 that is not entirely composed of stormwater or clean groundwater, including any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or clean groundwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, rooftops and swimming pools.

Large Residential Project A residential project (new construction or reconstruction) of a residential building with larger than 4,000 square feet (s.f.) of ground coverage.

Low Impact Development (LID) Stormwater management systems and practices that mimic natural hydrologic processes resulting in infiltration, evapotranspiration or use of stormwater. LID techniques manage stormwater as close to the source as possible. LID practices frequently use cost-effective landscape features located at the lot level.

Massachusetts Stormwater Handbook (MSH) A document published in 1997 and revised and updated in 2008 by MassDEP as guidance on the 1996 Stormwater Policy.

MS4 (Municipal Separate Storm Sewer System) The system of conveyances, owned or operated by the Town of Needham, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit
A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction Construction or replacement of a structure, house or building which requires a Building Permit or construction/reconstruction of a parking lot, or construction of a subdivision roadway requiring Planning Board or Board of Appeals approval.

Non-point Source Pollution Rainfall or snowmelt that picks up pollutants as it moves across the ground.

Non-stormwater Discharge A discharge that is not composed entirely of stormwater, such as sanitary waste or process water.

Operation and Maintenance (O&M) Plan A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Person An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Plot Plan The plan that accompanies an application for a Building Permit.

Point Source Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

Pollutant Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Needham's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

(a) Paints, varnishes, and solvents;
(b) Oil and other automotive fluids;
(c) Non-hazardous liquid and solid wastes and yard wastes;
(d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, accumulations and floatables;
(e) Excess pesticides, herbicides, and fertilizers;
(f) Hazardous materials and wastes;
(g) Sewage, fecal coliform and pathogens;
(h) Dissolved and particulate metals or nonmetals, including phosphorus;

(i) Animal wastes;
(j) Rock, sand, salt, silt, soils;
(k) Construction wastes and residues; and
(l) Noxious or offensive matter of any kind.

Permitting Authority The municipal board, committee or department with authority for issuing permits for construction. These include the Planning Board, Conservation Commission, Department of Public Works, Building Department, and Zoning Board of Appeals.

Recharge The process by which groundwater and the underlying aquifer is replenished by the absorption of water.
Redevelopment Replacement, rehabilitation, or expansion of existing structures, improvement of existing roads or reuse of degraded or previously developed areas. Redevelopment is defined to include the following projects:

(a) Maintenance and improvement of existing roadways including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems and repaving; and
(b) Development, rehabilitation, expansion and phased projects on previously developed sites provided the redevelopment results in no net increase in impervious area.

Runoff The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

Sanitary Sewer System A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

Small Diameter Drain Program A Town of Needham Program allowing the extension of the Town's drainage system (MS4) by a series of 6-inch, 8-inch and 10-inch drain pipes used to collect roof drains and clean sump pump discharges.

Stormwater Water originating from rainfall and snow/ice melt.

Stormwater Management The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

Vegetation Trees, shrubs, bushes and ground cover, including grass.

Watershed Management Plan The plan developed for the Town of Needham subdividing watershed areas within the Town and depicting drainable soil areas appropriate for infiltration/recharge.

Waters of the Commonwealth All waters within the jurisdiction of the Commonwealth of Massachusetts under the Wetlands Protection Act (M.G.L ch. 131 section 40 and regulations at 310 CMR 10.00) and regulations at 314 CMR 9.00, Water Quality Certification, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, wetlands, and vernal pools.

Waters of Needham All waters within the jurisdiction of the Town of Needham under the Wetlands Protection Bylaw (Article 6) and implementing regulations, including rivers, streams, lakes, ponds, springs, impoundments, wetlands and vernal pools.

SECTION 7.3 ADMINISTRATION

7.3.1 The Select Board shall adopt, and may periodically amend, Stormwater Regulations to effectuate the purposes of this By-law, after conducting a public hearing to receive Public comment.

7.3.2 The Director of Public Works shall be responsible for the day-to-day administration of this By-Law and its Regulations except as provided in Section 7.3.3 below. The Director may designate a person or persons to carry out any of his/her duties under this Stormwater By-Law.

7.3.3 The issuing authorities for permits (Building Department, Planning Board, Zoning Board of Appeals, and Conservation Commission) are responsible for determining compliance with this By-law for any application to these authorities. The Director of Public Works/designee shall review permit applications and provide an advisory opinion to the issuing authorities.

7.3.4 The Director of Public Works/designee shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

SECTION 7.4 APPLICABILITY

7.4.1 Permits and Approvals

All persons required to obtain a Building Permit for new construction and/or additions greater than 25% of the existing building footprint shall be subject to the requirements of this By-Law.

All persons also required to obtain Planning Board Site Plan approval pursuant to the Zoning By-Law, Planning Board approval for a Subdivision, and/or a Board of Appeals Decision (for new construction and/or additions greater than 25% of the existing building footprint) are subject to the requirements of this By-Law.

7.4.2 Stormwater Management and Erosion Control

Except as listed below, all applications for new construction or redevelopment subject to the provisions of this By-law, whether or not the issuance of a Building Permit is required, shall include Stormwater Management and Erosion Control provisions.

The relevant permitting authority (Building Department, Planning Board, Zoning Board of Appeals, or Conservation Commission) shall review and approve the Stormwater Management and Erosion Control Plan prior to the issuance of a permit.

The Director of Public Works/designee shall participate in the review process and make recommendations to the permitting authority as needed. Applications involving facade treatments, interior renovations, and/or changes in use are exempt from the requirement for a Stormwater Management and Erosion Control Plan.

The following applications do not require a Stormwater Management and Erosion Control Plan when proposed in an area not subject to jurisdiction of the Conservation Commission:

- Applications for addition to a commercial structure, parking lot, or roadway that is less than 1,500 square feet.

7.4.3 Modification of Building Permits

The applicant, or an agent thereof, shall obtain the approval of the Director of Public Works prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the Building Permit. The Director of Public Works shall approve or reject the change or modification in writing on the plot plan submitted within two (2) weeks of the receipt of such change or modification. If no action is taken within the said two-week period, the change or modification shall be deemed to have been approved.

7.4.4 Modification Requiring Planning Board, Zoning Board of Appeals, and/or Conservation Commission Approval

In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a Building Permit, approval by the respective board or commission is required prior to any significant change or modification of an activity associated with an approved Stormwater Management and Erosion Control Plan. Additional stormwater runoff and erosion control measures may be required prior to approval of the change or modification.

SECTION 7.5 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

7.5.1 Prohibited Activities

SUMMARY STORMWATER BYLAWS

EFFECTIVE JANUARY 2019

LAST 4 YEARS

What procedures were in place prior to the Bylaw

- If a Planning Board, ZBA, or Conservation Commission Application required for a site plan; Applicant needs to meet the Massachusetts Stormwater Policy Standards.
  - No net stormwater runoff the property
  - Infiltration
  - Ten standards
- No requirements for resident single or by right multifamily applications to meet a stormwater policy
- Drywells were suggested for new construction

Why was the Bylaw adopted?

Share the burden approach for reducing pollutants. Our NPDES permit issued in 2018. Approximately 100 Building applications per year trigger the Stormwater Bylaw

Provides some mitigation for stormwater runoff

How does it affect the common resident?

01

Triggers for requirements are Building Permits additions greater than 25% of existing structure or new construction.

02

Typical application of the Bylaw requires 1-inch of runoff collected and infiltrated from the roof as calculated total site impervious area

03

Less than 10% of new builds are sites with more than 4,000 sf of impervious area which requires to show no impact to abutting properties

What does our current review of building permit applications entail relative to the stormwater bylaw?

- If the bylaw is triggered, during the building permit application, the applicant needs to show 1-inch collected from roofs. A Surveyor can provide location on the plot plan.
- No site plan review unless part of a Planning Board, ZBA, Conservation Commission application
- Issuing authorities are the building department, ZBA, Planning and conservation commission with the DPW handling day to day administration and advisory opinions to issuing authorities

Is there anything in that review that might prevent the issuing of a building permit?

- If the stormwater requirements are not met on new builds. Except if located in poor soils (7.7.3.5)
- If a house is adding more than 25% area of the existing structure and does not show the 1 inch of storage for infiltration on the site plans.

Under our existing by-laws, what can the Town require of builders for erosion control? Preventing water run-off into other properties?

- Erosion control is a standard practice that is required on all construction sites that involve site disturbance.
- If a builder is not complying the building commissioner can shut down the project with stop work order.
- Director of Public Works can issue a written Order with fines ($50/day after written warning)
- If the runoff is affecting an abutting resource area con-com can take corrective measures against the owner/builder.
- If based on a Planning Board and ZBA Decision, Boards have authority to enforce corrective measures

Does our existing by-law include any Town oversight over builders leveling off or changing the grade of a lot before they build?

- No information in Bylaw on grade changes.
- No oversite unless brought to ZBA or planning board.
- Lots with imperious area greater than 4,000 SF

Upcoming challenges

THE TOWN'S NPDES REQUIREMENTS TO IMPROVE STORMWATER QUALITY BY THE FEDERAL GOVERNMENT

CAPACITY CONSTRAINTS IN OUR EXISTING INFURASTRUE DURING INTENSE WEATHER EVENTS

CONTINUED COMMERICAL AND RESIDENTIAL DEVELOPMENT IN FLOOD SENSITIVE AREAS.

Preliminary suggestions

Every new build should require a site plan review with town engineering department to review stormwater impacts.

Civil Engineer Certify proposed and as-built

Adopt regulations with separate permit procedures. Operation and Maintenance requirements

Set thresholds (impervious areas, land disturbance, etc) in the regulations (not the Bylaw)

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Great Plain Avenue Corridor Redesign – GPI Concept Presentation
Presenter(s)	Carys Lustig, Director of Public Works Tyler Gabrielski, Director of Streets & Transportation GPI Project Team • Carolyn Radisch, Project Manager • John Diaz, Principal-in-Charge

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Representatives from GPI, a prequalified engineering firm, will present their concept plans for the Great Plain Avenue Corridor Redesign project, as solicited by the Department of Public Works.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only.	
3.	**BACK UP INFORMATION ATTACHED**
a. Downtown Redesign – Great Plain Avenue Corridor - Solicitation for Detailed Proposals b. GPI Submission	

Town of Needham

Downtown Redesign – Great Plain Avenue Corridor - Solicitation for Detailed Proposals
24DPW189M

Timeline

Release: December 11, 2023

Statement of Interest: December 19, 2023

Proposals Due: January 26, 2024 @ 4pm

Eligibility

Only consulting firms prequalified under 23DPW119M Professional Engineering Services for Roadway Design, Rehabilitation, and Repair Projects & Programs are eligible to submit under this process. All firms prequalified under 23DPW119M will be able to participate, up to five firms.

General

The Town of Needham is requesting detailed proposals from its five engineering firms prequalified under Professional Engineering Services for Roadway Design, Rehabilitation, and Repair Projects & Programs (23DPW119M) to reimagine Needham's downtown along Great Plain Avenue between Linden Street and Warren Street. Portions of this section of Great Plain Avenue are along the Commonwealth's numbered route system, Route 135.

The Town will provide each firm who is willing to participate a budget of up to $5,000 to submit a more detailed proposal than a typical Request for Proposal process would require. The detailed proposals will allow firms to provide greater detail on their project approach and for the Town to evaluate the clarity of vision, ability to translate the Town's needs into feasible design, and ability to communicate those visions to the community.

Background

The Town began its journey to redesign the main downtown of Needham along the intersections of Great Plain Avenue/Chapel Street/Chestnut Street and Great Plain Avenue/Dedham Avenue/Highland Avenue in 2009. The initial intent of this project was to design the entire downtown corridor and then construct it in phases with accrued Chapter 90 funds. This plan had a construction timeline of approximately 30 years.

The first phase of this project, including the two signalized intersections and the areas between was constructed and completed in 2017. This project's main purpose was to address some major dysfunction in coordinating these two signalized intersections along with the at-grade crossing on Great Plain Avenue, and to improve the aesthetics and functionality of the downtown for pedestrians with no reduction in on-street parking.

Project Reset

In 2021 the Town had accrued sufficient funds in Chapter 90 to pursue its second phase of design, which at that time consisted of extending the improvements down Great Plain Avenue west towards Maple Street and east towards Pickering Street. This design was updated and presented to the Select Board at two separate meetings. It became clear after input from the public and officials that the design originally

envisioned in 2009 no longer met the long-term project goals of the community and that a reset would be necessary.

Both time and the COVID-19 pandemic prompted this reset. During the period between the original design work and the intended construction of this first section, the Select Board and many other offices in Town transitioned. These new officials came with new ideas about how people should experience and travel through Needham's downtown. Additionally, the way people use outdoor spaces for commerce and entertainment purposes has changed.

Added to this project was a proposed desire expressed by the community and the Select Board to explore and pursue a "quiet zone" designation from the MBTA. Needham has six at-grade crossings in the commercial core, the largest of which is at Great Plain Avenue. The installation of a quiet zone was added later in the project. The advantage of including a quiet zone into this project is that it would allow the Town to design within the MBTA right of way, and potentially add amenities in that area of the downtown.

Due to the ever-evolving nature of how individuals use and travel through the downtown spaces, it was determined that the downtown would not be redesigned as a whole. Funds did not exist to reconstruct the entire downtown at once, and there was no desire to disrupt the entire downtown at the same time. It was determined that focusing on the Great Plain Avenue Corridor would provide the most benefit, as it has many deficiencies and provides the backbone of the downtown area.

Through the Bottleneck Reduction Grant, the Town is working with Nitsch Engineering to upgrade the signals at:

- Great Plain Avenue, Chestnut Street, and Chapel Street
- Great Plain Avenue at the Railroad Crossing
- Great Plain Avenue, Dedham Avenue, and Highland Avenue
- Chapel Street, Highland Avenue, and May Street

The Town has done some reset work to discuss more broadly the objectives for this project, so that future design work can reflect current community values.

Creativity and vision are encouraged as part of this process as the Town seeks to reimagine the Downtown.

Award

After the submitted proposals are reviewed and presentations are made to Town officials, a firm will be selected based on the proposal that is determined to be the most responsive and advantageous to the Town. The selected consultant will work the with Town to negotiate the scope and fee with the Town. The selected firm must be willing to sign the Town's project agreement as part of their master contract.

Timeline

- December 2023: Release solicitation
- January 26, 2024: Submit detailed proposal; presentations will be scheduled in February

- March 2024: Negotiate and award design contract
- March 2024 – September 2024: Work with the Department of Public Works and all stakeholders engaged in the preliminary design work and public engagement process, including design features and concerns, funding opportunities and plans
- September 2024 – present: Submit 25% design to Select Board, provide cost estimates for May Town Meeting funding process
- February 2025 – present: Submit 80% design to Select Board with updated cost estimates
- April 2025: Submit final design and bid specifications
- May 2025: Anticipated construction bid release and funding from Town Meeting secured
- August 2025: Construction begins with a 24-month anticipated construction schedule

Documents Provided by the Town about Needham and the Great Plain Avenue Corridor to all Participating Consultants (this information will be provided digitally to those answering in the affirmative to the statement of interest)

- Survey data of Great Plain Ave
- Parking Study - https://www.needhamma.gov/5383/Needham-Center-and-Needham-Heights-Parki
- Design information from the preliminary design work from both 2015 and 2021 on this corridor
- Survey information collected from the Town's current Select Board members and Public Works staff on right of way allocation and vision
- YouTube videos referencing the downtown vision:
    - https://www.youtube.com/watch?v=YE8vk91G_AM&list=PL3PRZZjHC3yE9AnWTYT5KKdVWYjmXJVug&index=100 (11/10/20)
    - https://www.youtube.com/watch?v=6GdBcQJAzCo&list=PL3PRZZjHC3yE9AnWTYT5KKdVWYjmXJVug&index=42 (5/31/22)
    - https://www.youtube.com/watch?v=kCkkaIieTJE&list=PL3PRZZjHC3yE9AnWTYT5KKdV/WYjmXJVug&index=9 (7/25/23)
- Traffic data on the area

Submission Requirements

- A detailed approach plan on how the firm will design this project
- A breakdown of staff assigned to the project, their roles, and backgrounds, including resumes and detailed descriptions of work on relevant projects
- An outreach and communications plan on how the firm will get feedback and assist the Town in making decisions
- A conceptual drawing of a roadway cross-section of the preliminary concepts in one section of Great Plain Ave, taking into consideration the provided feedback from the Select Board and Town staff
- Up to three 20 minute presentations on the proposed design process to Town officials and/or the public
- Examples of corridor reimagination projects of a similar scope

Communication

Deadline for Questions: Intended firms should communicate all questions to DPWAdmin@needhamma.gov. The deadline for questions will be January 5, 2024. All questions will be answered collectively to all firms submitting.

Fee

The Town is prepared to pay up to $5,000 to each firm who submits proposals in response to this solicitation. This proposal requires more work than a typical Request for Proposal submission and the Town is willing to pay these additional funds to get a better understanding of how each firm would approach this project. Fees will be paid after the presentation to the Select Board.

Town of Needham

Downtown Redesign – Great Plain Avenue Corridor - Solicitation for Detailed Proposals
24DPW189M

Statement of Submission

Please complete and email to dpwadmin@needhamma.gov before December 19, 2023.

Firm Name: _____

Lead Person Submitting: _____

Date Submitted: _____

□ Our firm will be participating in the downtown redesign solicitation process.

$_____ proposed fee to provide proposal

□ Our firm will not be participating in the downtown redesign solicitation process.

Print Name and Title: _____

Authorized Signature and Title: _____

Town of Needham

Downtown Redesign – Great Plain Avenue Corridor - Solicitation for Detailed Proposals
24DPW189M

Certificate of Authority

Complete Only If Applicable

1. I hereby certify that I am the Clerk/Secretary of _____
   (insert full name of Corporation)

2. corporation, and that _____
   (insert the name of officer who signed the contract and bonds.)

3. is the duly elected _____
   (insert the title of the officer in line 2)

4. of said corporation, and that on _____
   (insert a date that is **ON OR BEFORE** the date the officer signed the **contract and bonds.**)

   at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
   (insert name from line 2) (insert title from line 3)

   of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE
   (Signature of Clerk or Secretary)* SEAL HERE

7. Name: _____
   (Please print or type name in line 6)*

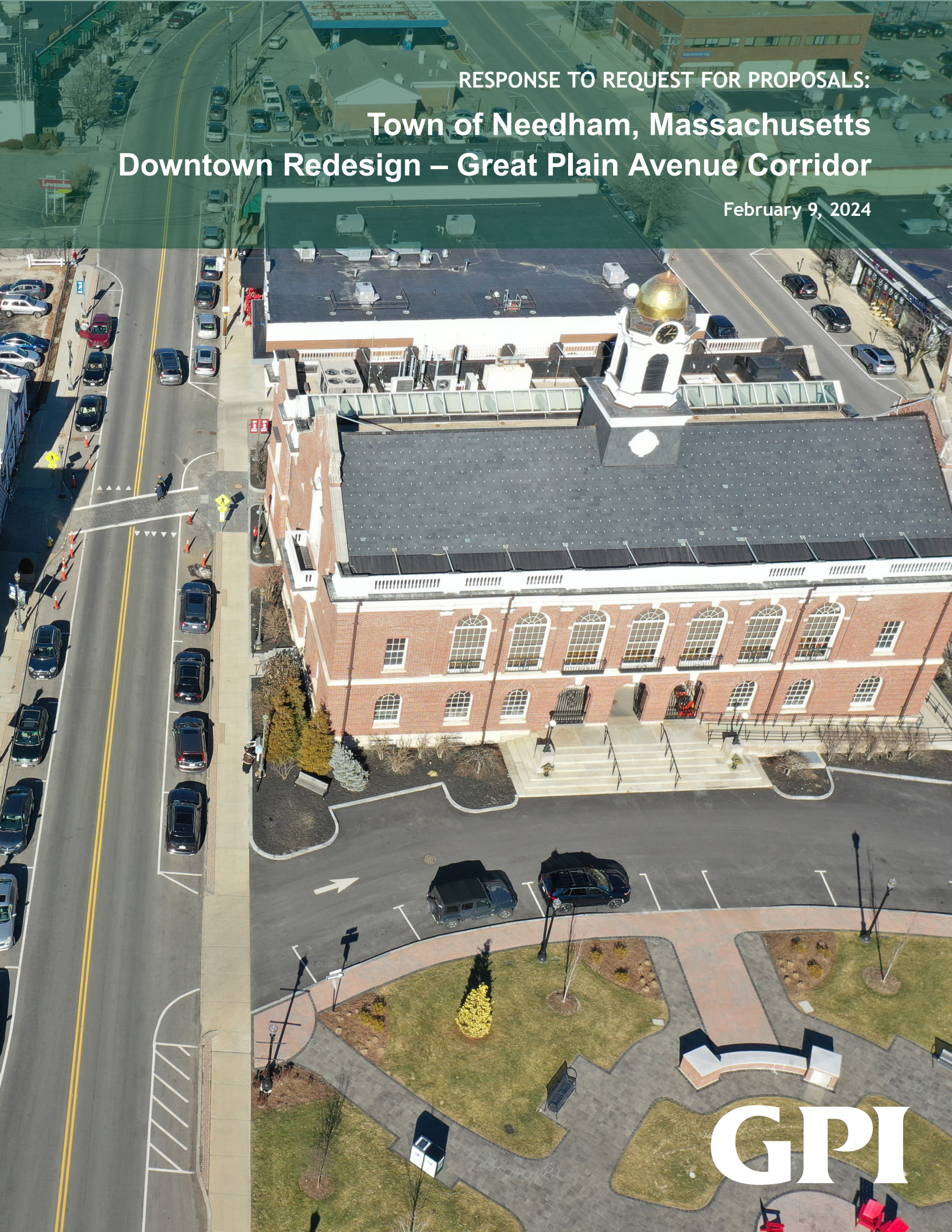
8. Date: _____
   (insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds.)**

The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

RESPONSE TO REQUEST FOR PROPOSALS:

Town of Needham, Massachusetts
Downtown Redesign – Great Plain Avenue Corridor

February 9, 2024



GPI

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WHY GPI?

We Know Needham

GPI has extensive practical experience having worked on a variety of projects within the town for the last 10 years. Our principal-in-charge, John Diaz, is a Needham resident and brings a passion to serve and represent the interests of his community.

Fresh Perspectives & Past Experience

From our recent relevant experience in corridor redesign for the Ruggles Street Reconstruction in Boston, MA to the Route 9 Reconstruction in Hadley, MA, our team brings a fresh perspective to the Great Plain Avenue corridor. Combined with our breadth of expertise in traffic engineering, public engagement, and complete streets, we are poised to bring creative and place-based solutions that will result in a functional, safe, and attractive design.

We're Experts In Transportation Design

Transportation design and engineering are core services at GPI. Our extensive experience includes significant street redesigns on Ruggles Street and State Street, both in Boston, to meet the changing needs of road users. We engage the community every step of the way to develop plans that balance the needs and safety of all road users, whether walking, riding, or driving.

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February 9, 2024

Ms. Carys Lustig, Director
Department of Public Works
Town of Needham
500 Dedham Avenue
Needham, MA 02492

Re: Downtown Redesign - Great Plain Avenue Corridor

Dear Ms. Lustig:

With great enthusiasm, **Greenman-Pedersen, Inc. (GPI)** presents this technical proposal to offer professional planning, engineering, and landscape architecture services to revitalize Great Plain Avenue between Linden and Warren Streets. **We share your vision of transforming the heart of Needham's downtown to encourage comfortable walking, bicycling, and the enjoyment of the downtown area for all users.**

Currently, over 77% of the Great Plain Avenue right-of-way (ROW) is allocated for driving and parking, leaving only 23% for pedestrians and no dedicated space for bicycling. The area boasts attractive destinations such as shops, restaurants, the MBTA station, and the town hall and green. By creating a multi-modal street that caters to all users, we can provide a safer, more attractive, and vibrant town center for Needham. **GPI has experience working with communities to rebalance constrained streets to accommodate all users and engaging with community stakeholders to emphasize the benefits of a slower, safer multi-modal transportation network.**

As both a Needham resident and project director for GPI's on-call traffic and engineering services contracts with the town, I, along with my team, have developed a deep familiarity with the town. We are eager to collaborate with the community, select board, and town staff to craft a design for Great Plain Avenue that will be a source of pride for the community. Our team is supported by the resources of the New England branch, which includes 1,800 professional staff with expertise in all levels of transportation infrastructure planning, design, and construction.

Enclosed within this proposal, you will find:

- A detailed approach describing how we intend to design this project.
- A breakdown of key staff assigned to the project, their roles, and backgrounds, including resumes and detailed descriptions of work on relevant projects.
- An outreach and communications plan outlining how we will gather feedback and assist the town in making decisions.
- Two conceptual plans and sections of preliminary concepts, taking into consideration the provided feedback from the select board and town staff.
- A description of a corridor reimagination project of a similar scope.

Thank you for considering GPI and for the opportunity to share our enthusiasm for this project. We look forward to discussing this proposal with the select board and town staff. If you have any questions or require additional information, please do not hesitate to contact us directly. Our branch manager can be reached at 978-570-2964 or via email at tletton@gpinet.com and I can be reached at 978-570-2953 or via email at jdiaz@gpinet.com.

Best Regards,

GREENMAN-PEDERSEN, INC.

Timothy Letton, PE
Executive Vice President/Branch Manager
181 Ballardvale Street, Suite 202
Wilmington, MA 01887

John Diaz, PE, PTOE
Vice President/Director of Innovation
181 Ballardvale Street, Suite 202
Wilmington, MA 01887

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TABLE OF CONTENTS

Firm Description 7

Key Staff Breakdown 9

Approach 27

- Project Understanding 27
- Project Schedule & Timeline 47
- Detailed Approach 51

Example Projects 57

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Section 1
Firm Description

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FIRM DESCRIPTION

Established in 1966 as a full-service civil engineering and surveying firm, GPI has the experience and staff to fulfill the Town of Needham's needs. The firm has been ranked by the Engineering News Record in the top 75 national design firms in the United States for over a decade and has been providing **survey, design, and engineering services to municipal clients for over 58 years.**

GPI has 1,800 employees in 62 offices nationwide who can be called upon to support our New England region. The New England branch is headquartered in Wilmington, Massachusetts, and maintains regional offices in Boston, Massachusetts, and Portsmouth, Bedford, and Salem, New Hampshire, as well as Portland, Maine. Our **New England branch retains approximately 170 staff members** and has established long and successful relationships providing services to local, state, regional, federal, and public agencies throughout New England.

Transportation & Traffic Engineering

- Peer Review Services
- Transportation Planning & Design
- Roadway Design & Engineering
- Roundabout & Intersection Design
- Parking Studies, Design, & Engineering
- Bikeway & Pedestrian Planning & Design
- Complete Streets Planning & Design
- Traffic Impact Studies
- Traffic Signal Design

Civil & Site Engineering

- Peer Review Services
- Commercial Site Planning
- Fuel Systems Engineering
- Residential Subdivision Site Planning

Survey & Mapping

- Topographic Survey
- LiDAR Survey
- Drone Mapping
- GIS Mapping, Planning, & Analysis
- Right-of-Way Design

Construction Management & Inspection

- Peer Review Services
- Construction Contract Administration
- Construction Inspection & Resident Engineering
- Bidding Assistance
- Construction Cost Estimating

Structural Engineering

- Bridge Design & Engineering
- Bridge Inspection & Rating
- Utility Design

Planning & Landscape Design

- Land Use Planning
- Urban Planning
- Parks & Recreation Design
- Landscape & Streetscape Design

Environmental Services

- Environmental Permitting Services
- Stormwater Design & Engineering
- Hydrology & Hydraulic Design
- Low-Impact Development Design & Green Infrastructure

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Section 2
Staff Breakdown

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KEY STAFF BREAKDOWN

PRINCIPAL-IN-CHARGE
John Diaz, PE, PTOE

PROJECT MANAGER
Carolyn Radisch, AICP

DISCIPLINE SUPPORT

CIVIL DESIGN
Zachary Wassmouth, PE
Sean McIntyre, PE
Perry Su, EIT
William Murphy, EIT

SURVEY/RIGHT-OF-WAY
Steve Mallory, PE, LSIT

TRANSPORTATION PLANNING & ENGINEERING
Kyle Yuan, PE, PTOE, ENV SP
Eric Riese, PE, PTOE, ENV SP
Thanh Nguy, EIT

LANDSCAPE ARCHITECTURE
Ronald Headrick, RLA
Jamie Falise, RLA

PUBLIC OUTREACH
Nicole Rogers, PE
Sage Winter, PLA

KEY
Discipline Leaders - introduction and resume included
Support Staff

SUMMARY BIOS FOR KEY STAFF

The key personnel of the GPI team have extensive experience with traffic engineering and transportation infrastructure design in downtown areas which involve a mixture of pedestrians, bicyclists, transit patrons, and vehicles. We present a civil and landscape design team with the expertise that will bring this project to completion. Brief descriptions of the key staff are provided below. Full resumes detailing the experience and qualifications of our team leaders follow these summary bios.

John Diaz, PE, PTOE - Principal-in-Charge: With three decades of experience in traffic engineering, including serving as the Director of Traffic Engineering, John currently leads GPI New England's innovation sector. He leverages cutting-edge technological advancements for transportation analysis and design applications. A recognized leader in 'smart' signal design, John has successfully implemented Adaptive and Transit Signal Priority (TSP) systems in municipalities across Massachusetts. **A resident of Needham, John brings familiarity with the downtown and has over ten years of experience providing on-call engineering services to the town.** Currently, John is spearheading the effort to designate a quiet zone, which will be a part of the Great Plain Avenue design at the MBTA crossing. As principal-in-charge, John assumes overall leadership responsibility for the Great Plain Avenue redesign.

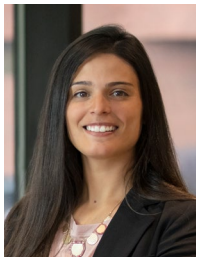
Carolyn Radisch, AICP - Project Manager: Carolyn is an experienced project manager who collaborates closely with GPI's engineering teams on multi-modal planning and design projects. Throughout her career, **she has worked with communities across New England on projects emphasizing active transportation, placemaking, and safety for vulnerable road users.** Noteworthy projects include her involvement in the conceptual design and public outreach for the State Street and Ruggles Street reconstruction projects in Boston. Currently, she is leading a circulation study for North Plymouth and Plymouth Center, addressing pedestrian safety improvements for the historic downtown. **Carolyn is familiar with the Needham community,** having served as the project manager for the recently completed Needham-Newton Community Way Feasibility Study.

Zach Wassmouth, PE - Lead Civil Engineer: Zach brings 16 years of experience in civil engineering and roadway design to the project. He spent over a decade with the City of Boston **leading street reconstruction projects balancing complex interfaces of pedestrian, bicycle, transit, and vehicle traffic demands.** Through this experience, Zach understands design considerations as well as public concerns regarding the cost and maintenance of a street. Zach was the project manager for the City of Boston on the State Street and Ruggles Street reconstruction projects. He is currently leading the High Street and Maple Street Corridor Improvements in downtown Holyoke and Powder Mill Road Complete Street Design in Acton. For this project, Zach will oversee the overall development of the project design.

Kyle Yuan, PE, PTOE, ENV SP - Lead Traffic Engineer: Kyle is a **traffic and civil engineer with expertise in accessible and multi-modal roadway design.** Kyle is leading the team developing the construction plans for State Street in Boston focusing on the bicycle and pedestrian accommodations along this complex urban street. Kyle has also played a pivotal role in the development of preliminary plans for the conversion of one-way streets to two-way streets in downtown Dover, NH. Kyle will lead the multi-modal facility design plans for Great Plain Avenue.

Steve Mallory, PE, LSIT - Lead Survey/ROW: Steve, a project manager in GPI New England's survey and right-of-way (ROW) group, has over 17 years of survey and design experience in a variety of civil and traffic engineering projects in both the public and private sectors. Steve has extensive experience with Massachusetts municipalities and MassDOT on layout plans and documents for takings, property and utility research, survey base plan preparation, and roadway and utility design. **Steve has performed property and ROW research and determination for various town-owned properties in Needham,** including municipal buildings, schools, recreational parks, and vacant land.

Ron Headrick, RLA - Lead Landscape Architect: With **38 years of experience in landscape architecture, site planning, and park design,** Ron will oversee the landscape architecture and streetscape design elements of Great Plain Avenue. Notable recent projects include streetscape and landscape design improvements to Memorial Avenue/Union Street and Park Street/Park Avenue Reconstruction projects in downtown West Springfield and the Kelley's Corner Reconstruction project in Acton. Ron's responsibilities will include overseeing the preparation of plans for street tree planting, paving materials, lighting, street furniture, wayfinding, and gateway elements.



Nicole Rogers, PE - Lead Public Outreach: Nicole, an engineer with diverse experience in conceptual design, public outreach, data analysis and visualization, will manage the stakeholder and public engagement process for Great Plain Avenue. She often uses **web-based applications to gather community feedback and applies visualization techniques to data analysis to communicate transportation design considerations effectively.** Nicole led the townwide Pedestrian Safety Audit for Needham and contributed to many traffic studies and public engagement initiatives, including those for the Ruggles Street and State Street design projects in Boston, the North Plymouth/Plymouth Center Plan, Hadley Route 9 reconstruction, and wayfinding projects.

John W. Diaz, PE, PTOE

Vice President/Director of Innovation

PROPOSED PROJECT ASSIGNMENT
Principal-in-Charge

EDUCATION
MS/1993/Civil Engineering/University of Massachusetts - Amherst
BS/1991/Civil Engineering/University of Massachusetts - Amherst

REGISTRATIONS/CERTIFICATES
1998/Professional Engineer/MA #40436
2019/Professional Engineer/NH #16166
2019/Professional Engineer/RI #13238
2020/Professional Engineer/MD #56561
2021/Professional Engineer/NJ #24GE05694900
2005/Professional Traffic Operations Engineer
2019/Remote Pilot/FAA #4344164
IMSA Traffic Signal Technician Level I/#AA_59654
IMSA Traffic Signal Field Technician Level II/#BE_59654
IMSA Traffic Signal Inspector/#SI-59654
IMSA Traffic Signal Level III Field Electrician/#CE_59654

YEARS WITH FIRM: 26
TOTAL YEARS EXPERIENCE: 31

PROFESSIONAL AFFILIATIONS
Institute of Transportation Engineers (ITE), Associate Member
International Municipal Signal Association (IMSA), Associate Member
American Society of Civil Engineers (ASCE)

COURSE WORK
Preemption Training Session - ITE Combined Grade Crossing Committee
FHWA - Applying Systems Engineering to Adaptive Signal Control Technology

Professional Profile

After leading the Traffic Engineering Department for over 20 years as Director of Traffic Engineering, overseeing and coordinating traffic elements for all projects (signs, signals, striping) in both the public and private sector, John is now leading our innovation services group in New England. This division of GPI explores and utilizes advancing technologies to improve transportation projects through the planning, design and, construction phases. Focus areas and applications include LiDAR for survey, mapping and asset management, continued use of unmanned aerial systems (UAS), GIS services, 3D modeling for both design and presentation, and advanced traffic control features such as adaptive signal control and signal performance measures.

John has extensive experience with the constantly evolving role of technological advances in the transportation industry. He is a member of two Federal Highway Administration (FHWA) Everyday Counts Technical Committees hosted by the Massachusetts Department of Transportation (MassDOT), one focused on adaptive traffic signal systems and the second on the implementation of real time traffic signal performance measures. John has worked closely with many municipalities as well as MassDOT to assess deficient signal operations and develop and implement short-term signal improvements and technologies to enhance traffic operations and overall intersection or corridor safety.

Project Experience

Quiet Zone Feasibility Study, Needham, MA; 2017-Present. Project Director. Providing an updated review of a 2015 feasibility study to establish a quiet zone through the Town of Needham. The quiet zone would encompass five public at-grade crossings and eliminate the need for regular train whistles at each crossing. The first phase of the project involves assessing the appropriate Supplemental Safety Measures (SSM) to be installed at each crossing (quad gates, medians, etc.) and developing design and construction costs for appropriation at the town meeting. The second phase of the project will entail the design and construction of the SSMs and the necessary filings with the Federal Railroad Administration and MBTA. *Client: Town of Needham*

Town-Wide Street Light Evaluation, Needham, MA; 2019-2020. Project Director. Provided a review and assessment of the existing street light locations and intensity on the towns roads, walks and public parking areas throughout the Town of Needham. Work included the review of current industry standards and practices related to street lighting, developing recommendations for street lighting standards for the town, providing a preliminary assessment of the existing lighting infrastructure to determine general compliance with the newly established recommendations, and developing a series of criteria to prioritize non-compliant locations and roadways and develop a prioritization plan. *Client: Town of Needham*

GPI

On-Call Roadway Design Services, Needham, MA; 2013-Present. Project Director. Overseeing the majority of assignments under an on-call contract with the Town of Needham. *Client: Town of Needham*

- **Central Street at Forest Street Intersection Improvements:** 2014. Full design for traffic signal control and geometric improvements to the existing unsignalized intersection of Center & Forest Streets.
- **Central Avenue School Zone:** 2015. Design plans, specifications, and construction estimates to install electronic school zone signs along Central Avenue for the Eliot Elementary School.
- **Greendale Avenue at Bird Street Traffic Signal:** 2016. Construction plans and bid documents for the installation of a fully- vehicle actuated vehicle and pedestrian traffic signal at the intersection.
- **Central Avenue at Cedar Street Intersection Improvements:** 2015
- **Town Parcel Surveys:** Ongoing
- **Town Wide Pedestrian Safety Audit:** 2020
- **Town Wide Street Light Review and Lighting Standards:** 2020
- **On-Call Construction Services:** 2019-2020
- **RRFB Design Plans:** 2020
- **Central Avenue at Great Plain Avenue Intersection Upgrades:** Current
- **Central Avenue at Hunnewell Street Intersection Upgrades:** Current
- **Muzi Ford:** 2022-2023
- **Muzi Ford Site Plan Build Out Assessment:** 2022-2023
- **Peer Review – Highland Science Center:** 2023
- **Peer Review – 1688 Central Avenue:** 2022
- **Downtown Railroad Pre-Signal Review:** 2019

Community Way Feasibility Study, Needham and Newton, MA; 2023. Project Director. Feasibility study for the improvement of an unused rail corridor owned by the MBTA for use by pedestrians, bicyclists, and possibly electric transit shuttles. Both communities have long desired a multi-modal connection along the corridor, which spans I-95 and the Charles River and runs between the Needham Heights commuter rail and the Newton Highlands Green Line stations. GPI developed conceptual plans for two alternatives which included bridge and path designs, profiles, estimated areas of cut and fill, and retaining walls. Key issues included design requirements for the shuttle inclusive option, the 200+-foot crossing of I-95, and reuse of the existing abutments at the Charles River crossing. Cost estimates were prepared for both alternatives. The feasibility study was developed with the guidance of a working group consisting of staff community members from both municipalities and a robust two-community public engagement program. The project was funded through a federal ARPA earmark grant. Responsibilities included project management, guiding the development of design alternatives, leading the Working Group and public engagement processes, coordination with MassDOT and the MBTA, and preparation of the feasibility study document. *Client: Town of Needham*

North Plymouth/Plymouth Center Circulation Study, Plymouth, MA; 2023-Present. Project Director. This circulation study was initiated by community members concerned about traffic flow, speeding, and pedestrian safety and mobility in the center of Plymouth. This area, dating back to the landing of the Mayflower, encompasses the historic downtown and surrounding residential areas, featuring historic village settings alongside more contemporary suburban streets. GPI engaged with the community, collecting circulation concerns through outreach to town staff, an online survey, and in-person meetings. All submitted concerns underwent evaluation and ranking based on factors such as safety, level of community concern, contextual considerations like proximity to sensitive receptors such as schools and parks, and identification in other plans. GPI has developed an analysis of one-way flow and parking on downtown streets, conceptual designs aimed at enhancing pedestrian safety within the downtown area (including an identified pedestrian high crash cluster) and is currently in the process of formulating guidelines for traffic calming, traffic flow, and parking on residential streets. Responsibilities include project management, providng direction on data collection, preparation of conceptual design and public engagement. *Client: Town of Plymouth*

Downtown Wayfinding Signage Package, Nashua, NH; 2016-2017. Project Director. Developed a wayfinding sign package to guide visitors from adjacent highways to local amenities and parking locations, and then transitions to a pedestrian-scale system of signs and kiosks to promote the culture and resources of the downtown area. Project involved a detailed inventory and assessment of the existing wayfinding signage, as well as a review of existing and future traffic patterns and routes into the downtown area. Utilized GIS mapping and collector tools to inventory the existing signage, highlight desired landmarks and resources, and illustrate proposed locations and types of new wayfinding signs. *Client: City of Nashua*

Carolyn Radisch, AICP

Senior Transportation Planner

PROPOSED PROJECT ASSIGNMENT
Project Manager

EDUCATION
MS/1995/City and Regional Planning/ University of California - Berkeley
MS/1995/Civil and Transportation Engineering/ University of California - Berkeley
BS/1983/Environmental Design/California Polytechnic State University, San Luis Obispo

REGISTRATIONS/CERTIFICATES
2010/AICP Certified Planner #023996

YEARS WITH FIRM: 8
TOTAL YEARS EXPERIENCE: 33

PROFESSIONAL AFFILIATIONS
American Institute of Certified Planners

PUBLICATIONS & PRESENTATIONS
"Travel Choices in Pedestrian versus Automobile-Oriented Neighborhoods," Robert Cervero and Carolyn Radisch, Transport Policy, Vol. 3, No. 3, 1996
Original transit and pedestrian related research and drawings included in *Transit Villages for the 21st Century*, Michael Bernick and Robert Cervero, McGraw-Hill, 1997
"Anatomy of a Transit Stop," Bonnie Fisher and Carolyn Radisch, On the Ground, Volume 1, No. 2 1995
"Making Mobility Work in New England's Small Towns." NNECAPA, September 2011

Professional Profile

Carolyn Radisch has national experience on transportation planning and urban design projects that have included commuter and light rail, bus and ferry transit, pedestrians and bicycles, transit-oriented developments, and downtown revitalization plans. Through a career that has spanned east and west coasts, large cities and small towns, her career experience has involved several noteworthy transportation innovations, including the replacement of an elevated freeway structure with a boulevard, revitalization of a failed pedestrian mall, the conversion of one-way streets to two-way traffic, and transit-oriented development plans around rail stations. Her professional projects are undertaken with the objective of creating attractive public spaces and facilities that add to the livability and sustainability of the community and its transportation system. Carolyn has led numerous multidisciplinary teams on complex, multi-faceted projects. She has a significant depth of experience in leading successful community engagement processes.

Project Experience

Community Way Feasibility Study, Needham and Newton, MA; 2023. Project Manager/Senior Transportation Planner. Feasibility study for the improvement of an unused rail corridor owned by the MBTA for use by pedestrians, bicyclists, and possibly electric transit shuttles. Both communities have long desired a multi-modal connection along the corridor, which spans I-95 and the Charles River and runs between the Needham Heights commuter rail and the Newton Highlands Green Line stations. GPI developed conceptual plans for two alternatives, which included bridge and path designs, profiles, estimated areas of cut and fill, and retaining walls. Key issues included design requirements for the shuttle inclusive option, the 200+-foot crossing of I-95, and reuse of the existing abutments at the Charles River crossing. Cost estimates were prepared for both alternatives. The feasibility study was developed with the guidance of a working group consisting of staff community members from both municipalities and a robust two-community public engagement program. The project was funded through a federal ARPA earmark grant. Responsibilities included project management, guiding the development of design alternatives, leading the Working Group and public engagement processes, coordination with MassDOT and MBTA, and preparation of the feasibility study document. *Client: Town of Needham*

State Street Reconstruction, Boston, MA; 2017-Present. Senior Transportation Planner. GPI is providing a conceptual design, pilot project, and final design for State Street from its limits with the JFF Surface Road to Congress Street. The roadway is in need of improved bicycle and pedestrian accommodations. Worked with Streetlight Data to perform a detailed origin-destination (O-D) study of motorists traveling State Street to better understand access to adjacent parking garages and to also understand

the implications of rerouting motorists. Performed intersection analyses at key locations to understand the anticipated operations. A curbside use study was also performed, which included the observation of parking, deliveries, and all other activities along the curbline. Public engagement included a pop-up event where input was gathered to determine what elements were most desired for the consideration along State Street. Over 1,100 surveys were completed. Additional public engagement is anticipated. A pilot project was implemented and the project is currently in final design. Responsibilities include data collection, curbside usage study, development of plan options, and public engagement. *Client: City of Boston PWD*

Ruggles Street Reconstruction, Boston, MA; 2017-2023. Senior Transportation Planner. Worked with the city and engineering team on the development of the conceptual complete street design including improved sidewalks, bike lanes, improved transit stops, streetscape enhancements, and traffic calming. Performed field studies, including parking utilization analysis and travel time studies to evaluate the impacts of removing parking and changing traffic flow patterns. Led public engagement, including making presentations to the community, preparing presentation materials, and soliciting and analyzing public feedback. *Client: City of Boston Department of Public Works*

North Plymouth/Plymouth Center Circulation Study, Plymouth, MA; 2023-Present. Project Manager/Senior Transportation Planner. This circulation study was initiated by community members concerned about traffic flow, speeding, and pedestrian safety and mobility in the center of Plymouth. This area, dating back to the landing of the Mayflower, encompasses the historic downtown and surrounding residential areas, featuring historic village settings alongside more contemporary suburban streets. GPI engaged with the community, collecting circulation concerns through outreach to town staff, an online survey, and in-person meetings. All submitted concerns underwent evaluation and ranking based on factors such as safety, level of community concern, contextual considerations like proximity to sensitive receptors such as schools and parks, and identification in other plans. GPI has developed an analysis of one-way flow and parking on downtown streets, conceptual designs aimed at enhancing pedestrian safety within the downtown area (including an identified pedestrian high crash cluster) and is currently in the process of formulating guidelines for traffic calming, traffic flow, and parking on residential streets. Responsibilities include project management, providing direction on data collection, preparation of conceptual design, and public engagement. *Client: Town of Plymouth.*

West Acton Village Streetscape and Complete Street Plan, Acton, MA; 2023-Present. Project Manager/Senior Transportation Planner. West Acton Village is one of Acton's five village centers, which grew up around an MBTA commuter rail stop (no longer in service) and includes a walkable mixture of homes, shops, businesses, schools, churches, a post office, and a library. GPI is developing recommendations for village center streets aimed at focusing on completing the sidewalk network, improving pedestrian safety and crossings, identification of a multi-modal connection to Kelly's Corner and the Acton-Boxborough school complex, and improving the streetscape qualities of the commercial area. Responsibilities include overall project management, providing direction on plan data collection, analysis, conceptual design, preparation of plan documents, and public engagement. *Client: Town of Acton*

Great Road Complete Street Corridor Plans, Acton, MA; 2022-2023. Project Manager/Senior Transportation Planner. For the Town of Acton, GPI prepared complete street corridor plans for four miles of Great Road (Route 2A/119), an area of mixed commercial, residential, and recreational uses. The objective of the plan is to improve safety and to leverage improved walkability and connections to the recently completed Bruce Freeman Rail Trail (BFRT) to improve livability and strengthen the economic foundation of the Great Road businesses. The 2018 opening and ongoing expansion of the BFRT has created a pressing need for safe pedestrian and bicyclist accommodations on this high-volume, high-speed roadway. Great Road is under the jurisdiction of MassDOT, and the design must meet the state's design standards. The plans include a program of short- and long-term projects to improve safety for vulnerable road users, including sidewalks, enhanced crossings, separated bicycle accommodations, intersection reconfigurations, gateway treatments, traffic calming elements, and landscaping. Cost estimates were developed for short-and long-term improvements. The plans were developed through a very successful public engagement program and were funded through MassWorks and MassDOT grants. High priority safety improvements are funded and in design. Responsibilities included project management, guiding the design team, leading public engagement, coordination with the town and MassDOT, and preparation of the plan document. *Client: Town of Acton*

Zachary Wassmouth, PE

Urban Mobility Team Leader

PROPOSED PROJECT ASSIGNMENT
Lead Civil Engineer

EDUCATION
BS/2008/Civil Engineering/Northeastern University

REGISTRATIONS/CERTIFICATES
2021/Professional Engineer/MA #56251

YEARS WITH FIRM: 2
TOTAL YEARS EXPERIENCE: 16

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers
Boston Society of Civil Engineers
ACEC/MA TALC MassDOT OTP Subcommittee Member

AWARDS
Baystate Roads-Roads Scholar Award/2018
FHWA-NHI Safety Inspection of In-Service Bridges Course/2016
ACEC/MA Program for Emerging Leaders/ 2022

Professional Profile

Zach Wassmouth is the Urban Mobility Team Leader in the New England highway group. Prior to joining GPI, Zach spent 14 years of increasing responsibilities in the City of Boston's Engineering Division, most recently in the position of Chief Design Engineer managing the department's roadway design section and in-house design team. His experience includes preparation and approval of final bid documents, design plans, quantity/cost estimates, and advertisement for the construction of major urban roadway capital improvement projects. Zach has also had a leading role in managing the public outreach process for projects including hosting public meetings and pop-up events to engage in meaningful discussions regarding project design improvements with members of the community.

Project Experience

High Street and Maple Street Corridor Improvements, Holyoke, MA; 2022-Present. Project Manager. Providing engineering design services relative to the project development phase to explore conceptual corridor improvements along 2.4 miles of High Street and Maple Street in Holyoke which will include safety, operations, access management, transit stops, transit priority treatments (i.e., bus lanes, queue jumps, bus signals, transit signal priority, etc., as applicable) and pedestrian and bicycle accommodations. Responsibilities include managing the project team to provide traffic analysis for various build scenarios, including the possibility of a road diet. *Client: MassDOT*

Powder Mill Road Complete Street, Acton, MA; 2022-Present. Project Manager. Providing engineering services for the complete street design of Powder Mill Road (Route 62) in Acton, MA to improve safety, significantly strengthen mobility via alternative modes of transportation such as cycling and walking, provide a robust streetscape, improve stormwater management, and transform Powder Mill Road into a vibrant roadway that is safe and attractive for all users. Responsibilities include developing design concepts, leading the engagement process with the public and town officials, and producing design documents. *Client: Town of Acton*

Great Road Complete Street Corridor Plans, Acton, MA; 2022-Present. Project Engineer. Developing a conceptual complete street design for Great Road (Route 2A/119) between Main Street (Route 27) and the Concord Town Line in Acton, MA. Key components of the design concept include opportunities to improve safety, reliability, and connectivity along the corridor for all modes of transportation including improved connectivity to the adjacent Bruce Freeman Rail Trail, enhanced streetscape elements, including landscaping and lighting, environmentally resilient design including green infrastructure, and development of the conceptual design, which includes a robust community outreach process. Responsibilities

include providing engineering and complete streets design recommendations, community engagement, and conceptual plan development. Due to the success of this project the town has engaged GPI to prepare a plan for the remaining two miles of Great Road. *Client: Town of Acton*

Canton Street (Route 27) at School Street Intersection Improvements, Stoughton, MA; 2022-Present. Project Manager. Providing complete construction design plans for the reconstruction of the Canton Street (Route 27) at School Street and Summer Street intersection. The project involves geometric modifications, redirection of traffic, traffic signal installation with railroad preemption and presignals as well as providing improved bicycle and pedestrian accommodations. Responsibilities include managing the design team in developing conceptual design plans as well as coordinating with the town and MassDOT to develop final plans and construction documents for a Transportation Improvement Project (TIP) to be advertised and bid by MassDOT. *Client: Town of Stoughton*

Court Street at Cherry Street Intersection Improvements, Plymouth, MA; 2022-Present. Project Manager. Providing preliminary and final PS&E design for the Court Street at Cherry Street intersection improvement project. The work includes widening on the northerly leg of Court Street to provide a left-turn lane and widening Cherry Street in order to extend the left turn lane. Work also includes a proposed traffic control signal at the Court Street intersection with Cherry Street and Prince Street to replace the existing signal. Construction phase services will also be provided. Responsibilities include managing the design team to develop final plans, specifications, and estimates to be advertised and bid by the town. *Client: Town of Plymouth*

Pre-GPI Project Experience

State Street Reconstruction, Boston, MA; 2018-2021. City Project Director/Chief Design Engineer. Managed conceptual design, community outreach, and preliminary design concepts for State Street from the JFF Surface Road to Congress Street in downtown Boston. Developed scope for preliminary project work including origin destination studies, traffic counts and analysis, and curbside use studies. Oversaw and participated in the public outreach component including in-person meetings, on-line meetings, meetings with key stakeholder groups, holding on-street pop-up events, and conducting online surveys to receive community feedback. Developed and implemented a pilot project that reduced the number of travel lanes and added bicycle accommodations and increased space for pedestrians and outdoor dining. Scoped traffic analysis and data collection to monitor trial performance. Responsibilities included managing the design team, developing community engagement strategy, and implementing the pilot project.

Ruggles Street, Boston, MA; 2017-2021. City Project Manager. Developed a context-sensitive redesign for 2,000+ foot urban corridor connecting Nubian Square to Ruggles MBTA Station and the Southwest Corridor. The design consisted of enhanced bicycle accommodations with separated cycle tracks, traffic calming including raised intersections and pedestrian crossings, enhancements for bus stops, widened sidewalks for pedestrians, enhanced lighting, traffic signal upgrades, stormwater infiltration, and tree preservation and planting. Responsibilities included managing the public engagement process, hosting public meetings, managing the design team to develop final plans and specifications, and bidding the project for construction.

Cummins Highway Reconstruction, Boston, MA; 2019-2021. City Chief Design Engineer. Managed conceptual design, community outreach, and preliminary design concepts for Cummins Highway from River Street to Harvard Avenue/Wood Avenue in Mattapan. Developed project scope for initial data collection and analysis including traffic counts and analysis and curbside use studies. Developed and participated in the public outreach component including in-person meetings, on-line meetings, and pop-up events at a local farmer's market. Led the development and installation of a road diet pilot project reducing the number of travel lanes from four to two with provisions for turning lanes at intersections and parking protected bike lanes. Coordinated with MBTA with respect to bus stop locations, design, and consolidation options along the corridor. Scoped traffic analysis and data collection to monitor trial performance.

Commonwealth Avenue Phase 3 & 4, Boston, MA; 2014-2021. City Project Manager. Development of a design for the reconstruction of multi-modal complete street corridor on Commonwealth Avenue between Brighton Avenue and Warren & Kelton Streets. Project scope included separated bicycle facilities, traffic calming, stormwater infiltration, enhanced lighting, traffic signal upgrades, landscaping, and placemaking elements to reclaim existing roadway space into pedestrian plaza space. Responsibilities included managing the design team to develop a 25% design concept, community outreach including hosting community meetings and coordinating with key abutters, and coordination with the MBTA.

Kyle Yuan, PE, PTOE, ENV SP

Project Engineer

PROPOSED PROJECT ASSIGNMENT
Lead Traffic Engineer

EDUCATION
MS/2017/Transportation & Traffic Engineering/ Northeastern University
BS/2017/Civil Engineering/Kansas State Universiy

REGISTRATIONS/CERTIFICATES
2021/Professional Engineer/MA #56681
2021/Professional Engineer/IL #062.072991
2021/Professional Traffic Operations Engineer #5229
2017/Envision Sustainability Professional

YEARS WITH FIRM: 2
TOTAL YEARS EXPERIENCE: 7

Professional Profile

Kyle Yuan is a project engineer in GPI's Safety & Mobility group. His experience includes urban design, grading, accessibility design, and geometric design, preparation of technical memoranda, functional design reports, and traffic impact studies, conducting traffic analysis and modeling for intersections and corridors, performing roadway and signal design, preparing contract documents including specifications and cost estimates, and providing expertise in micro-simulation modeling (Vissim) and bicycle infrastructure designs. Kyle is also proficient in AutoCAD Civil 3D, Synchro/ Simtraffic, Sidra, SignCAD, ArcGIS, and Bluebeam Rev.

Project Experience

Downtown Pedestrian and Vehicular Improvements, Dover, NH; 2022-Present. Project Engineer. Providing design services for improvements to the vehicular, transit, bicycle, and pedestrian flow in the downtown area including the evaluation of numerous alternatives in preliminary design. Several key intersections are being modified, placemaking and landscaping improvements are being implemented, and streets are being modified from one-way to two-way traffic flow. Responsibilities include geometric design, accessibility, and grading. *Client: City of Dover*

State Street Reconstruction, Boston, MA; 2017-Present. Project Engineer. Provided a conceptual design, pilot project, and final design for State Street from its limits with the JFF Surface Road to Congress Street. The roadway was in need of improved bicycle and pedestrian accommodations. Worked with Streetlight Data to perform a detailed origin-destination (O-D) study of motorists travelling State Street to better understand access to adjacent parking garages and to also understand the implications of rerouting motorists. Performed intersection analyses at key locations to understand the anticipated operations. A curbside use study was also performed, which included the observation of parking, deliveries, and all other activities along the curb line. Public engagement included a pop-up event where input was gathered to determine what elements were most desired for the consideration along State Street. Over 1,100 surveys were completed. Additional public engagment is anticipated. A pilot project was implemented and the project is currently in final design. Responsibilities included multi-modal design, traffic signal design, pavement markings and signage, and grading. *Client: City of Boston PWD*

Neighborhood Safety Program, Boston, MA; 2022-Present. Project Engineer. Providing engineering, survey, and urban design services for intersection improvements for three locations as identified through the Neighborhood Safety Prioritization Program. The purpose of the project is to improve safety at these locations, primarily focusing on pedestrian

crossings and accessibility. Work includes redesigning intersection geometry and traffic control to improve sight distances, calm traffic, and enhance safety and accessibility for all roadway users. Responsibilities include design development, performing accessibility design and grading, and mentoring junior staff. *Client: City of Boston PWD*

North Plymouth/Plymouth Center Circulation Study, Plymouth, MA; 2023-Present. Project Engineer. This circulation study was initiated by community members concerned about traffic flow, speeding, and pedestrian safety and mobility in the center of Plymouth. This area, dating back to the landing of the Mayflower, encompasses the historic downtown and surrounding residential areas, featuring historic village settings alongside more contemporary suburban streets. GPI engaged with the community, collecting circulation concerns through outreach to town staff, an online survey, and in-person meetings. All submitted concerns underwent evaluation and ranking based on factors such as safety, level of community concern, contextual considerations like proximity to sensitive receptors such as schools and parks, and identification in other plans. GPI has developed an analysis of one-way flow and parking on downtown streets, conceptual designs aimed at enhancing pedestrian safety within the downtown area (including an identified pedestrian high crash cluster) and is currently in the process of formulating guidelines for traffic calming, traffic flow, and parking on residential streets. Responsibilities include traffic engineering and conceptual design of downtown pedestrian safety improvements. *Client: Town of Plymouth*

West Acton Village Streetscape and Complete Street Plan, Acton, MA; 2023-Present. Project Engineer. West Acton Village is one of Acton's five village centers which grew up around an MBTA commuter rail stop (no longer in service) and includes a walkable mixture of homes, shops, businesses, schools, churches, a post office, and a library. GPI is developing recommendations for village center streets aimed at focusing on completing the sidewalk network, improving pedestrian safety and crossings, identification of a multi-modal connection to Kelly's Corner and the Acton-Boxborough school complex, and improving the streetscape qualities of the commercial area. Responsibilities include traffic engineering and conceptual design of downtown pedestrian safety improvements. *Client: Town of Acton*

On-Call Traffic Engineering Services, MassDOT District 4, MA; 2021-Present. Project Engineer. Providing on-call traffic engineering services for the MassDOT District 4 office. Services include signalized/unsignalized intersection/corridor studies, traffic signal, pavement marking, sign design, specialized analysis, and speed zone studies. Assignments to date have included evaluations and analysis of miscellaneous small signals at various locations, the Route 125 at Hillside Road signal in North Andover, and the Route 110 at I-495 signals in Methuen. Responsibilities include alternative development and evaluation, operational analysis using Synchro/SimTraffic. *Client: MassDOT*

Powder Mill Road Complete Street, Acton, MA; 2022-Present. Project Engineer. Providing engineering services for the complete street design of Powder Mill Road (Route 62) in Acton. The project involves improving safety, significantly strengthening mobility via alternative modes of transportation such as cycling and walking, providing a robust streetscape, improving stormwater management, and transforming Powder Mill Road into a vibrant roadway that is safe and attractive for all users. Responsibilities include developing Complete Street corridor design alternatives, performing signal warrant analysis, operational analysis, and preparing technical memorandum. *Client: Town of Acton*

Great Road Complete Street Corridor Plans, Acton, MA; 2022-2023. Project Engineer. Developed a conceptual complete street design for Great Road (Route 2A/119) between Main Street (Route 27) and the Concord Town Line in Acton, MA. Key components of the design concept included opportunities to improve safety, reliability, and connectivity along the corridor for all modes of transportation, improved connectivity to the adjacent Bruce Freeman Rail Trail, enhanced streetscape elements, including landscaping and lighting, environmentally resilient design including green infrastructure, and development of the conceptual design, which will include a robust community outreach process. Responsibilities included providing engineering/complete streets design guidance, community engagement, and conceptual plan development. *Client: Town of Acton*

Canton Street (Route 27) at School Street Intersection Improvements, Stoughton, MA; 2022-Present. Project Engineer. Providing complete construction design plans for the reconstruction of the Canton Street (Route 27) at School Street and Summer Street intersection. The project involves geometric modifications, redirection of traffic, traffic signal installation with railroad preemption and presignals as well as providing improved bicycle and pedestrian accommodations. Responsibilities include the development of various traffic signal operation alternatives. *Client: Town of Stoughton*

Steven J. Mallory, PE, LSIT

Land Surveying Team Leader

PROPOSED PROJECT ASSIGNMENT
Lead Survey & ROW

EDUCATION
BS/2007/Civil Engineering/Merrimack College

REGISTRATIONS/CERTIFICATES
2014/Professional Engineer/MA #51367
2012/Professional Engineer/NH #13998
2009/Surveyor in Training/NH 675
ATSSA Traffic Control Design Specialist
OSHA 10 Hour Construction Safety

YEARS WITH FIRM: 7
TOTAL YEARS EXPERIENCE: 17

PROFESSIONAL AFFILIATIONS
Massachusetts Association of Land Surveyors & Civil Engineers (MALSCE), Member
American Society of Civil Engineers ASCE) Member
American Public Works Association (APWA), Membere

Professional Profile

Steve Mallory, a project manager in GPI New England's survey/right-of-way (ROW) group, has over 17 years of survey and design experience in a variety of civil and traffic engineering projects in both the public and private sectors. He is also experienced in the preparation of state, city and town layout plans and documents for takings, property and utility research, survey base plan preparation, roadway and utility design, cost estimating, and technical specification writing. Steve is a registered professional engineer in Massachusetts and New Hampshire as well as a certified surveyor-in-training.

Project Experience

Town Parcels, Needham, MA; 2017-Present. Project Manager. Performing property and ROW research and determination for various town-owned properties including municipal buildings, schools, recreational parks, and vacant land under an on-call contract with the Town of Needham. Some projects completed to date include the 72-acre recycling transfer station, the 150-acre town forest, two school facilities, five recreational facilities, three municipal facilities, three parks, and six other municipal properties. Also, preparing recordable property plans and recording the final documents with the Norfolk County Registry of Deeds. Responsibilities include ROW research, calculations and determination, property research, and boundary retracement. *Client: Town of Needham*

Shared-Use Path Survey/ROW Services, Marion, MA; 2017-Present. ROW Project Manager. Survey and ROW services related to the design of a shared-use path in Marion. Work involves property and ROW research for approximately four miles of an abandoned railroad, reviewing proposed permanent and temporary easements and revising as necessary, preparing preliminary ROW plans utilizing CAD base plan and the design file, preparing recordable easement and/or alteration plans. Responsibilities include QA/QC of preliminary ROW plans and client coordination. *Clients: CLE Engineering and Town of Marion*

Kelley's Corner, Acton, MA; 2017-Present. ROW Project Engineer. Final design services for the Kelley's Corner Improvements Initiative in Acton. Project involves approximately 2.19-lane miles and includes the rehabilitation of approximately 0.4 miles on Main Street and 0.6 miles on Massachusetts Avenue. Work entails pedestrian and bicycle accommodations on both sides of all roadways, curb cut management, the inclusion of center turn lanes, replacement of the traffic signal at the intersection of Main Street and Massachusetts Avenue, a new signal at Community Lane and Route 27, utility relocations, drainage improvements, landscaping and street lighting. Responsible for state highway layout and property research and QA/QC of preliminary ROW plans. *Client: Town of Acton*

GPI

Turnpike Street Improvements, Stoughton, MA; 2019-Present. ROW Project Engineer. Providing PS&E engineering design and construction services for the reconstruction of a portion of Turnpike Street (Route 139) from the Pleasant Street intersection northerly for approximately 1,000 feet. The improvements will enhance safety conditions, maintain pedestrian and bicycle amenities, meet current ADA standards and offer a permanent solution to eliminating future settlement and lateral wall movement. This project is intended to provide a permanent solution to the historical problem of roadway settlement caused by of a vast depth of decomposing subsurface material (peat), which over time has compromised the structural stability of the roadway surface of this targeted segment of Turnpike Street. Responsibilities include town ROW research, calculations and determination and abutting property owner research and property line determination and oversight of the preparation of preliminary ROW plans. *Client: Town of Stoughton*

Park Street and Park Avenue Complete Street Design, West Springfield, MA; 2019-2020. ROW Engineer. Provided planning, design, and engineering services to add complete street provisions around the town common. This included the reconstruction of the Park Street/Park Avenue corridor, as well as integrating a shared-use path (SUP) around and through the historic common. After providing an assessment of the corridor, several conceptual improvement alternatives were developed, which were vetted through a public meeting process. Special care was taken in the design of the SUP in the common, including a historical review and analysis, the development of tree root protection details, and a rigorous vetting process of the layout. Upon selection of the optimal design, developed construction plans and bid documents, and assisting with construction services. Responsibilities included property and ROW research and calculations. *Client: Town of West Springfield*

Gerow Recreation Area, Concord, MA; 2019. ROW Engineer. Development of master plan and Phase 1 improvements for the Town of Concord's Gerow Recreation Area. The project consisted of reviewing existing conditions, performing a topographic and boundary survey, data collection and site analysis, and the development of conceptual design alternatives. Based on a preferred concept, advanced the first phase of the project towards final design and construction. The project included a trail network, parking, LID stormwater design, open space improvements, waterfront access, and forest management. Responsibilities included property research and calculations and preparation of recordable property plan for lot consolidation to support redevelopment of the park. *Client: Town of Concord*

Beach Road Shared-Use Path, Oak Bluffs, MA; 2018-2021. ROW Project Engineer. Provided survey and design services that improve pedestrian safety conditions along the Beach Road/Eastville Avenue corridor. The project extends along 0.62-miles of Beach Road and Eastville Avenue. The improvements intended to enhance safety conditions, extend existing bicycle and pedestrian amenities, and meet current ADA standards throughout the project limits. Responsible for reviewing basemap of existing street layouts, property owners and property lines and preparing ROW plans and layout documents for both the state and town. *Client: Town of Oak Bluffs*

Tosca Drive Traffic Improvements, Stoughton, MA; 2017-2021. ROW Project Engineer. Provided PS&E design services to improve the traffic control at the intersection of Central Street (Route 27) at Canton Street (Route 27) and Tosca Drive. The improvements enhanced safety conditions, provide pedestrian and bicycle amenities, meet current ADA standards, and improved vehicular traffic operations. Responsibilities included town ROW research, calculations and determination and abutting property owner research and property line determination and oversight of the preparation of preliminary ROW plans. *Client: Town of Stoughton*

Cambridge Street over I-90, Boston, MA; 2022-Present. Project Manager. Providing ROW and layout alteration plans for the bridge that carries Cambridge Street over I-90 in Boston. The project consists of making final layout and property line determinations for a complex area in Boston involving state highway, local city streets, and multiple railroad corridors. MassDOT requested GPI's assistance to make a final determination due to conflicting and incomplete information provided by other consultants. Responsibilities include extensive ROW research, calculations, preparation of ROW plans, preparation of state highway alteration plans, and an order of taking. *Client: MassDOT*

Route 9 Survey & Mapping, Framingham/Natick, MA; 2022-Present. ROW Project Manager. Providing survey and mapping of approximately 16 total centerline miles including all intersecting side streets and ramps of Route 9 in Framingham and Natick. Work involves preparation of a complete MassDOT standardized survey submittal conforming to all the latest survey standards and regulations. Mobile LiDAR is being used to collect all surface data supplemented by RTK-GPS and conventional survey techniques where required. Responsibilities include ROW and property line research, utility research and compilation, and QA/QC of the survey baseplan. *Client: MassDOT*

Ronald S. Headrick, RLA

Assistant Vice President/Director of Planning & Design

PROPOSED PROJECT ASSIGNMENT
Lead Landscape Architect

EDUCATION
BLA/1985/Landscape Architecture/State University of New York - Syracuse

REGISTRATIONS/CERTIFICATES
1990/Registered Landscape Architect/ CT #662
1993/Registered Landscape Architect/ MA #1072
2003/Registered Landscape Architect/ RI #394

YEARS WITH FIRM: 8
TOTAL YEARS WITH FIRM: 38

PROFESSIONAL AFFILIATIONS
Boston Society of Landscape Architects/Member
American Society of Landscape Architects, Member

PUBLICATIONS
Boardwalk Renovation Enhances Waterfront Town. Government Engineering Magazine, 2004
More Than Meets The Eye: Tips for managing the lesser-known challenges of rail-trail projects. Parks & Rec Business, February 2016

Professional Profile

Ron Headrick's experience encompasses numerous facets of landscape architecture, site planning, and engineering from conceptual design through construction documents. He has been instrumental in implementing landscape designs that integrate existing features, new development, and aesthetic concerns. Ron has been involved with numerous public and private sector clients for recreational parks, pedestrian paths, access roads, highways, corporate headquarters, and retail centers. Through a special independent project in Genoa, Italy, he studied historic spatial design.

Project Experience

Park Street and Park Avenue Complete Street Design, West Springfield, MA; 2019-2020. Landscape Architect. Worked with the town to develop a complete street design for Park Street and Park Avenue, a critical downtown artery that is the gateway to the community. The larger neighborhood is an environmental justice community and there is an elementary school, senior center, library, and neighborhood retail uses served by the streets. The objective of the project is to provide an 'all ages and abilities' connection between downtown West Springfield, the Connecticut River Bikeway, and the center of Springfield. Due to the volume of vehicular traffic and the amount of truck traffic in particular, accommodating bicyclists of all ages and abilities required an off-street design. The conceptual design provided a shared-use path paralleling Park Street and Park Avenue within the town common, with enhanced pedestrian walkways and crossings, enhanced bus stops, streetscape improvements including street trees and lighting, upgraded signals, and paving. Community input into the design was obtained through a series of community workshops, participation in community local access television programming, and through online tools. Also prepared the construction documents. The project was completed in the fall of 2022. Responsibilities included the development of conceptual alternatives, trail alignment through historic landscape, public outreach, and oversight of landscape construction plans. *Client: Town of West Springfield*

Route 27 Over Route 9 Interchange Improvements, Natick, MA; 2018-Present. Landscape Architect. Providing engineering services that include a review of the project area and the available traffic volumes to develop two alternatives for the project location. Preparing the alternatives using the available survey base mapping (provided by MassDOT) as well as the available peak hour traffic volumes that were included as part of the functional design report. Developing 5% alternatives that will represent the design intent at a preliminary/conceptual level. Responsibilities include elements of context sensitivity including pedestrian connectivity, visual continuity and patterning, and landscape strategies. *Client: MassDOT*

Memorial Avenue/Union Street Reconstruction, West Springfield, MA; 2017-Present. Landscape Architect. Providing design services for the redesign and reconstruction of Memorial Avenue and Union Street Extension

in West Springfield. The work includes the widening of the roadway, the reconstruction and/or rehabilitation of the existing pavement, the reestablishment and/or installation of new granite curbing and cement concrete sidewalks, improvements to the existing closed drainage and sanitary systems, the upgrade and capacity improvements at the several signalized intersections, and the provision for complete street amenities including street lights, street trees, and street furniture. Responsibilities include the design concepts, and coordination of streetscape elements including tree plantings, median islands, fencing, and buffer plantings. *Client: Town of West Springfield*

Route 114 Improvements, North Andover MA; 2016-Present. Landscape Architect. Providing survey and design services for corridor improvements along a two-mile stretch of Route 114 in North Andover in the vicinity of Merrimack College. Work includes constructing a new signalized intersection connecting Merrimack College and the Royal Crest Apartment complex. It is the intent of the project to promote healthy transportation options of walking, bicycling, and public transit. Responsibilities to date include development of alternate concepts for review and analysis. *Client: MassDOT*

Route I-90 Structure Replacements, Newton/Weston, MA; 2020-2021. Landscape Architect. Developed 25% design documents for procurement as a design/build project for the replacement of multiple structures along I-90, most notably the bridge that carries Route I-90 over Route I-95 and the Charles River. This project entailed accelerated construction techniques as well as a detailed staged construction plan to facilitate limited disruption to one of the most traveled highways in the Commonwealth. Responsibilities included recommendations for conceptual landscape improvements that take into account maintenance requirements and overall interchange aesthetics. *Client: MassDOT*

St. James Avenue at Tapley Street Safety Improvements, Springfield, MA; 2019-2021. Landscape Architect. Provided roadway design services relative to the construction of a modern roundabout at the intersection of St. James Avenue and Tapley Street. The project also included additional traffic improvements, such as signs and striping. Modifications to the traffic signal operations at the intersections of St. James Avenue at Page Boulevard and Page Boulevard at the I-291 EB/WB off-ramp are included as part of the project. Responsibilities included design reviews and recommendations. *Client: MassDOT*

Route 9 Reconstruction, Hadley, MA; 2018-2021. Landscape Architect. Provided project development, public outreach, and design services for the reconstruction and widening of approximately 2.25 miles of Route 9 (Russell Street). The project promoted healthy transportation options of walking, bicycling, and public transit through a complete street approach. The project also included the construction of a shared-use path network that connects users of the Norwottuck Rail Trail to local businesses along Route 9. Responsible for coordinating arborist reviews, streetscape design development, and construction plans. *Client: MassDOT*

Route 12 (North Main St./Water St.) Reconstruction, Leominster/Fitchburg, MA; 2018-2021. Landscape Architect. Provided survey and design services for the widening and rehabilitation of Route 12 to a four-lane cross section, two new traffic signal locations, and one rehabilitated traffic signal location. Responsible for shared-used path elements, greenspace enhancements, and streetscape considerations. *Client: MassDOT*

Kelley's Corner, Acton, MA; 2017-2021. Landscape Architect. Provided final design services for the Kelley's Corner improvements initiative in Acton. The project involved approximately 2.19-lane miles and included the rehabilitation of approximately 0.4 miles on Main Street and 0.6 miles on Massachusetts Avenue. Work entailed pedestrian and bicycle accommodations on both sides of all roadways, curb cut management, the inclusion of center-turn lanes, replacement of the traffic signal at the intersection of Main Street and Massachusetts Avenue, a new signal at Community Lane and Route 27, utility relocations, drainage improvements, landscaping, and street lighting. Responsibilities included impact mitigation to historic properties and implementation of streetscape improvements. *Client: Town of Acton*

Elm Street Reconstruction, Amesbury, MA; 2017-2021. Landscape Architect. Provided design services for the reconstruction of Elm Street from Market Square to the intersection with Route 110, an approximate length of 1.5 miles. The work included the reconstruction of Elm Street along with a length of each of the side streets and the provision of new curbing, sidewalk, and drainage facilities along Elm Street. The work also included the rehabilitation of a portion of the bridge over the Back River and the performance of traffic signal warrant at various intersections to determine if there is a need for a new traffic signal at any locations. Responsibilities required design coordination of streetscape improvements that included street trees, buffer plantings, and mitigation of private property impacts. *Client: City of Amesbury*

Nicole Rogers, PE

Project Manager

PROPOSED PROJECT ASSIGNMENT
Lead Public Outreach

EDUCATION
BS/2013/Civil Engineering/University of Vermont

REGISTRATIONS/CERTIFICATES
2019/Professional Engineer/MA #54972

YEARS WITH FIRM: 10
TOTAL YEARS EXPERIENCE: 10

PROFESSIONAL AFFILIATIONS
Women's Transportation Seminar (WTS), Member

PRESENTATIONS
"Bus Route Optimization Using GIS" Northeast ARC Users Group Conference, May 2018
"Lighting the Way to Safer Streets" Northeast ARC Users Group Conference, October 2019
"Walk/Don't Walk: New Tools for Pedestrian Safety" MassDOT Moving Together, November 2020
"The Adaptation of Public Outreach – Using Storymaps to Reach a Broader Audience" Northeast ARC Users Group Conference, May 2021

Professional Profile

Nicole Rogers is a project manager in GPI's transportation group working as both a traffic engineer and GIS analyst. Her experience includes field inventory and assessment, optimization of traffic signals, conceptual street design, preparation of traffic operations reports, truck exclusion studies, traffic calming and planning studies, and road safety audit reports. Since joining GPI, Nicole has used and developed innovative GIS applications in support of transportation planning and engineering assignments. In addition to using GIS data for project data analysis and mapping, she has developed unique applications for bus route optimization and the integration of asset management systems through means of geodatabase development and implementation. She has completed and overseen mobile data collections and data integration efforts for many of GPI's projects.

Project Experience

Community Way Feasibility Study, Needham and Newton, MA; 2023. Project Engineer/GIS Analyst. Feasibility study for the improvement of an unused rail corridor owned by the MBTA for use by pedestrians, bicyclists, and possibly electric transit shuttles. Both communities have long desired a multi-modal connection along the corridor, which spans I-95 and the Charles River and runs between the Needham Heights commuter rail and the Newton Highlands Green Line stations. GPI developed conceptual plans for two alternatives which included bridge and path designs, profiles, estimated areas of cut and fill, and retaining walls. Key issues included design requirements for the shuttle inclusive option, the 200+-foot crossing of I-95, and reuse of the existing abutments at the Charles River crossing. Cost estimates were prepared for both alternatives. The feasibility study was developed with the guidance of a working group consisting of staff community members from both municipalities and a robust two-community public engagement program. The project was funded through a federal ARPA earmark grant. Responsibilities included analysis of exisiting conditions, preparation of cost benefit analysis, and preparation of feasibility study. *Client: Town of Needham*

North Plymouth/Plymouth Center Circulation Study, Plymouth, MA; 2023-Present. Project Engineer. This circulation study was initiated by community members concerned about traffic flow, speeding, and pedestrian safety and mobility in the center of Plymouth. This area, dating back to the landing of the Mayflower, encompasses the historic downtown and surrounding residential areas, featuring historic village settings alongside more contemporary suburban streets. GPI engaged with the community, collecting circulation concerns through outreach to town staff, an online survey, and in-person meetings. All submitted concerns underwent evaluation and ranking based on factors such as safety, level of community concern, contextual considerations like proximity to sensitive receptors such as schools and parks, and identification in other plans. GPI has developed

an analysis of one-way flow and parking on downtown streets, conceptual designs aimed at enhancing pedestrian safety within the downtown area (including an identified pedestrian high crash cluster) and is currently in the process of formulating guidelines for traffic calming, traffic flow, and parking on residential streets. Responsibilities include safety analysis, preparation of conceptual plans and design recommendations, and preparation of public presentation materials. *Client: Town of Plymouth*

Complete Streets Prioritization Plan, Raynham, MA; 2021-2022. Traffic Engineer/GIS Analyst. Preparation of a complete streets prioritization plan and policy in compliance with MassDOT standards. Plan included development of a townwide complete streets policy, needs assessment, public engagement, and prioritization plan using MassDOT template. Policy and plan were approved by MassDOT to be eligible for Complete Streets Tier 3 grant funding. Responsible for developing existing conditions needs assessment via GIS analysis and interactive Story Map. Involved in public outreach initiatives. *Client: Town of Raynham Planning Board*

Great Road Complete Street Corridor Plans, Acton, MA; 2021-Present. Traffic Engineer/GIS Analyst. Developing a conceptual complete street design for Great Road (Route 2A/119) between Main Street (Route 27) and the Concord Town Line in Acton, MA. Key components of the design concept include opportunities to improve safety, reliability, and connectivity along the corridor for all modes of transportation, and improved connectivity to the adjacent Bruce Freeman Rail Trail. Enhanced streetscape elements, including landscaping and lighting, environmentally resilient design including green infrastructure, and development of the conceptual design, which will include a robust community outreach process. Responsible for developing existing conditions base mapping and interactive Story Map. Involved in public outreach initiatives. *Client: Town of Acton*

Main Street Concepts, Hanover, NH; 2020-2021. Traffic Engineer/GIS Analyst. Provided engineering design services related to sidewalk replacement and upgrades and bicycle accommodations in downtown Hanover. Developed conceptual design alternatives using a GIS base map that incorporates a range of options that reallocate the available right-of-way between vehicles, pedestrians, and bicycles. Alternative concepts were developed in plan and section in CAD and included options that involve changing the curb alignment. Responsibilities included the development of several conceptual design alternative plans incorporating a range of complete street aspects and respective cross section graphics for presentation purposes. *Client: Town of Hanover*

On-Call Engineering Services, Boston, MA; 2017-Present. GIS Analyst/Traffic Engineer. Providing engineering services consisting of roadway design, traffic engineering design, landscape and urban design, enhanced street lighting, traffic calming, multi-modal accommodation, accessibility improvements, engineering reports and studies, planning, and construction inspection. Project assignments to date have included a broad range of services including transportation planning, complete street roadway design, survey, and the preparation of the draft Public Works Department (PWD) *Roadway Standards Manual*. *Client: City of Boston PWD*

- **Ruggles Street:** Responsible for creating and deploying a GIS mobile data collection application to document parking trends along Ruggles Street. Analyzed parking capacity and occupancy of existing parking zones to provide recommendations regarding the potential removal of parking along the corridor to allocate ROW to other road users. Developed an online survey to facilitate public involvement throughout the design process.
- **State Street:** Utilizing Street Light traffic data, analyzed origin-destination data to document existing traffic patterns regarding the access and egress of State Street. Developed alternative vehicular routing maps in the event of a State Street closure. Developed graphical representation of existing vehicular, pedestrian and bicycle volumes along the corridor. Also developed an online survey to facilitate stakeholder involvement throughout the planning process.
- **Northern Avenue Bridge:** Providing extensive data analysis through means of available census data and origin-destination data to confirm and project overall commuter patterns and mode choice.
- **Crite Park:** Providing project management and landscape architecture and civil engineering services for the redevelopment of Crite Park. Responsible for preparing Public Improvement Commission plan set and facilitating department outreach.
- **Frederick Douglas Park:** Providing project management and landscape architecture and civil engineering services for the redevelopment of Frederick Douglass Park. Responsible for preparing a public improvement commission plan set and facilitating department outreach.

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GPI designed protected bike lane
Ruggles Street, Boston, MA

Section 3
Approach

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APPROACH

PROJECT UNDERSTANDING

The Town of Needham has planned a phased improvement of Great Plain Avenue through its central downtown area for many years. Needham's downtown is a lively interchange of traditional "Main Street" retail shops along Great Plain Avenue, surrounded by predominantly single-family residential neighborhoods. The downtown is anchored by the Needham Center MBTA Commuter Rail station just north of Great Plain Avenue. The commuter rail line provides service between Needham and Boston South Station. In addition to the commuter rail line, the MBTA Route 59 bus provides service between Watertown and the Needham Center MBTA station via Chapel Street and Chestnut Street. There are bus stops on Chestnut Street and Chapel Street at Great Plain Avenue.

Great Plain Avenue is designated as a principal arterial roadway west of Dedham Avenue/Highland Avenue and as a collector roadway to the east. The westerly arterial segment is part of the NHS MAP-21 system (Route 135), the easterly section of Route 135 continues to the southeast along Dedham Avenue, and Great Plain Avenue through the downtown is under the jurisdiction of the Town of Needham. The central intersections of Great Plain Avenue at Dedham Avenue/Highland Avenue and Chapel Street/Chestnut Street are under signal control. In addition, there are railroad signals and gates at the commuter rail crossing just west of Chapel Street, including a pre-signal and railroad pre-emption at the two signalized intersections. The downtown is busy with a mix of vehicle, transit, pedestrian, and bicyclist activity, which experiences congestion in peak periods. The town has obtained a Bottleneck Reduction Grant to upgrade the two signals on Great Plain Avenue (described above) and the signal at Chapel Street/Highland Avenue/May Street north of the Great Plain Avenue corridor. However, the work of this Downtown Redesign project may change the travel lanes along Great Plain Avenue and potentially the intersecting streets, which will require additional changes and modifications to the traffic signal timing, phasing, and coordination plans. In addition, GPI is working with the town to establish a quiet zone along the MBTA corridor, including the Great Plain Avenue crossing. Establishing a quiet zone will require additional Supplemental Safety Measures (SSM) at the at-grade crossing, most likely requiring the installation of quad gates.

The first phase of the roadway and streetscape improvements (Section 2 below) was completed in 2017 between Dedham Avenue/Highland Avenue and Chapel Street/Chestnut Street. The second design phase, from Linden Street to Phase 1's westerly limits and Phase 1's easterly limits to Warren Street, was initiated in 2021. The first phase of the design maintained four lanes of traffic and parking on both sides of Great Plain Avenue at the expense of dedicated bicycle accommodations.

At this time, the town wishes to take a second look at the entire corridor and has defined the corridor as the three sections noted above. This "refresh" of the entire area, including the recently constructed portion, is focused on re-balancing space in the public right-of-way (ROW) to provide safer and improved accommodations for all

downtown users, with a focus on bicycle and pedestrian safety and accessibility. Under current conditions, in the four-lane section through the downtown, approximately 77% of the ROW is dedicated to travel lanes and on-street parking, the remaining 23% is dedicated to pedestrians, and no space is dedicated to bicycle use.

- An aerial perspective shows a heavy influence of paved areas and vehicle activity along the corridor.
- There are essentially six lanes of pavement throughout the corridor.
  - Two parking and four travel.
- While sidewalks and pedestrian facilities are present, there are no visible accommodations for bicycles.
- With the exception of Townhall Park in front of the Town Hall, there is a noticeable lack of greenspace throughout.

In 2022, the select board and DPW conducted an internal survey to assess the needs of the downtown corridor. The survey included the following major questions/categories:

- How should the ROW be allocated?
- Priorities for Section 1 - Linden Street to the Chapel Street/Chestnut Street
- Priorities for Section 2 - Chapel Street/Chestnut Street to Highland Avenue/Dedham Avenue
- Priorities for Section 3 - Highland Avenue/Dedham Avenue to Warrant Street
- Preferred treatment for bike accommodations
- Funding preferences

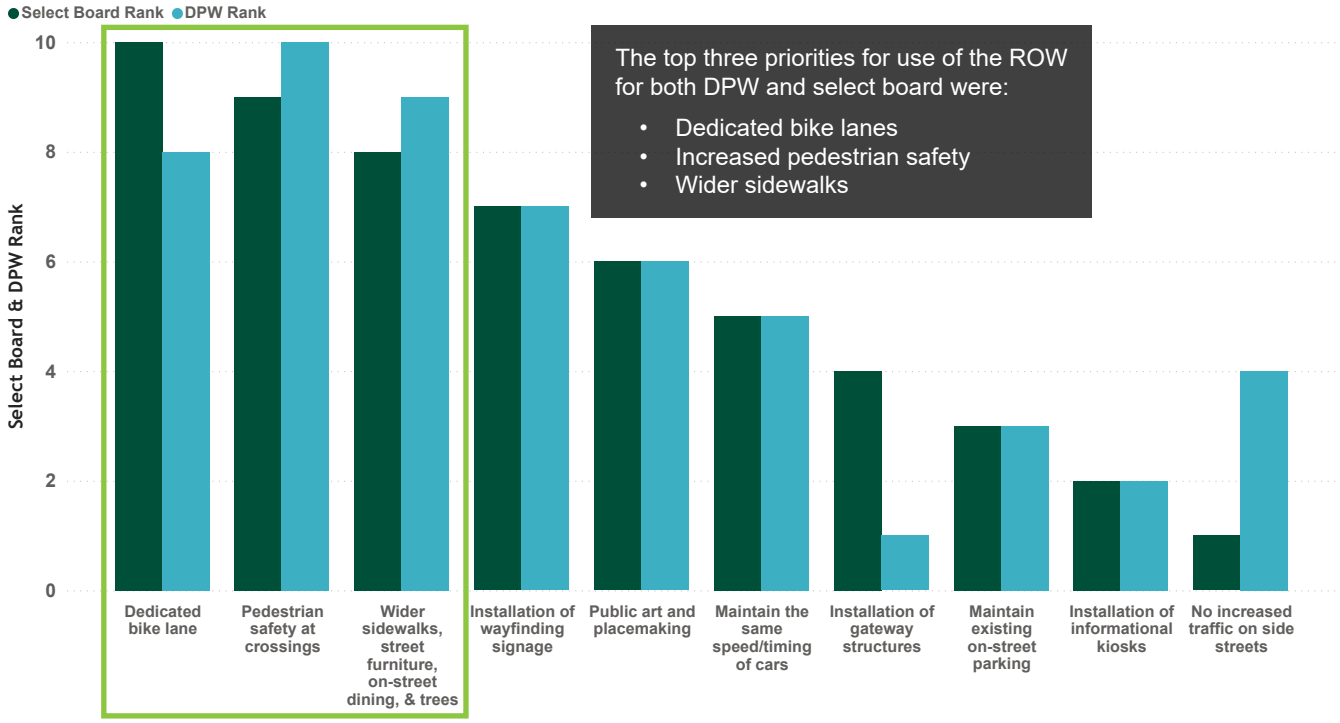
From the survey, the following **primary project objectives** were established:

- Corridor should encourage walkability and bikeability.
- Parking is required and should be maintained.
- Traffic flow needs to be addressed.
- Opportunities for on-street dining is desired.
- Other types of placemaking, beautification, and street furnishings should be part of the project.

The following graphics provide further insight into the objectives and are based on the select board and DPW responses to the survey.

ROW Elements Prioritization

Higher Number is Higher Rank or Importance

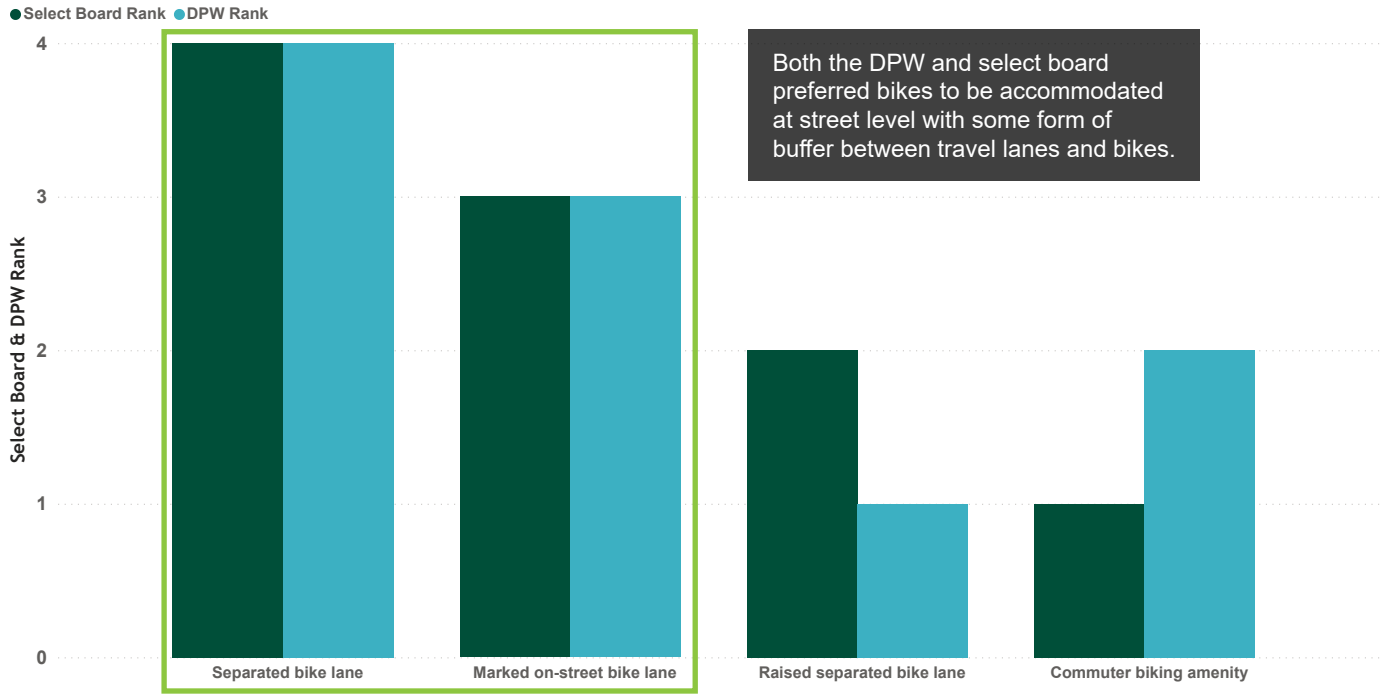


The top three priorities for use of the ROW for both DPW and select board were:

- Dedicated bike lanes
- Increased pedestrian safety
- Wider sidewalks

Bike Elements Prioritization

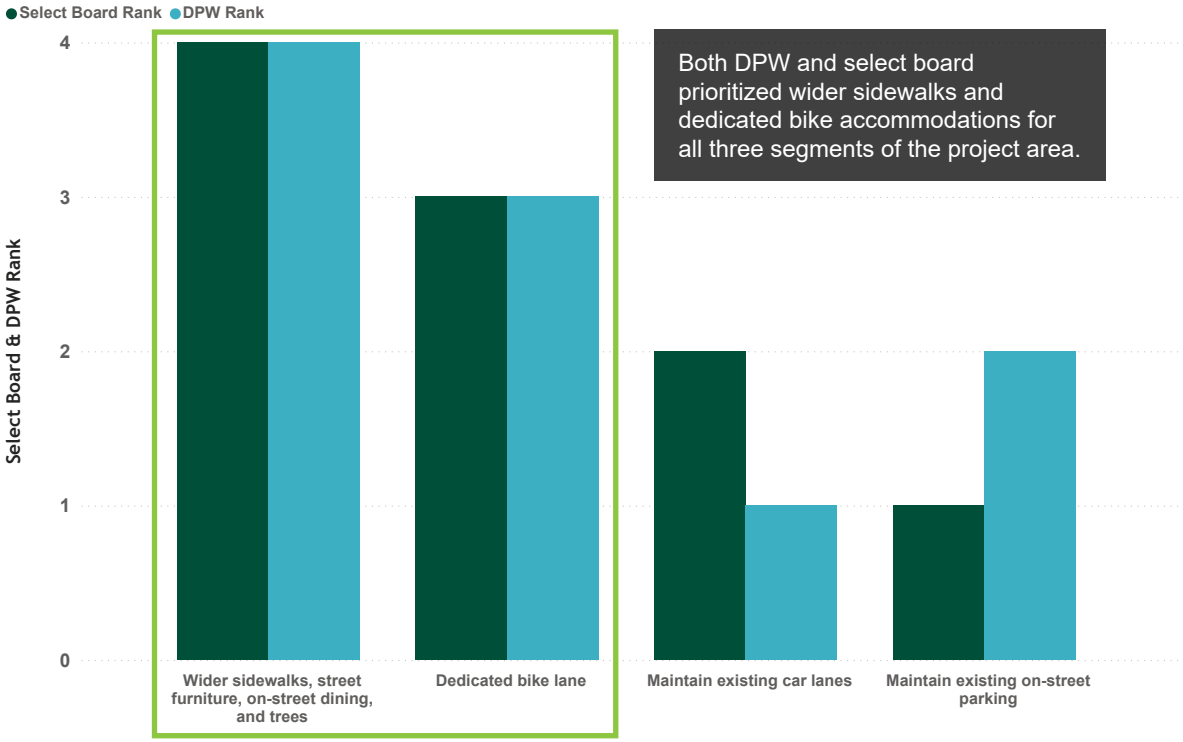
Higher Number is Higher Ranking or Importance



Both the DPW and select board preferred bikes to be accommodated at street level with some form of buffer between travel lanes and bikes.

Section 1 Prioritization

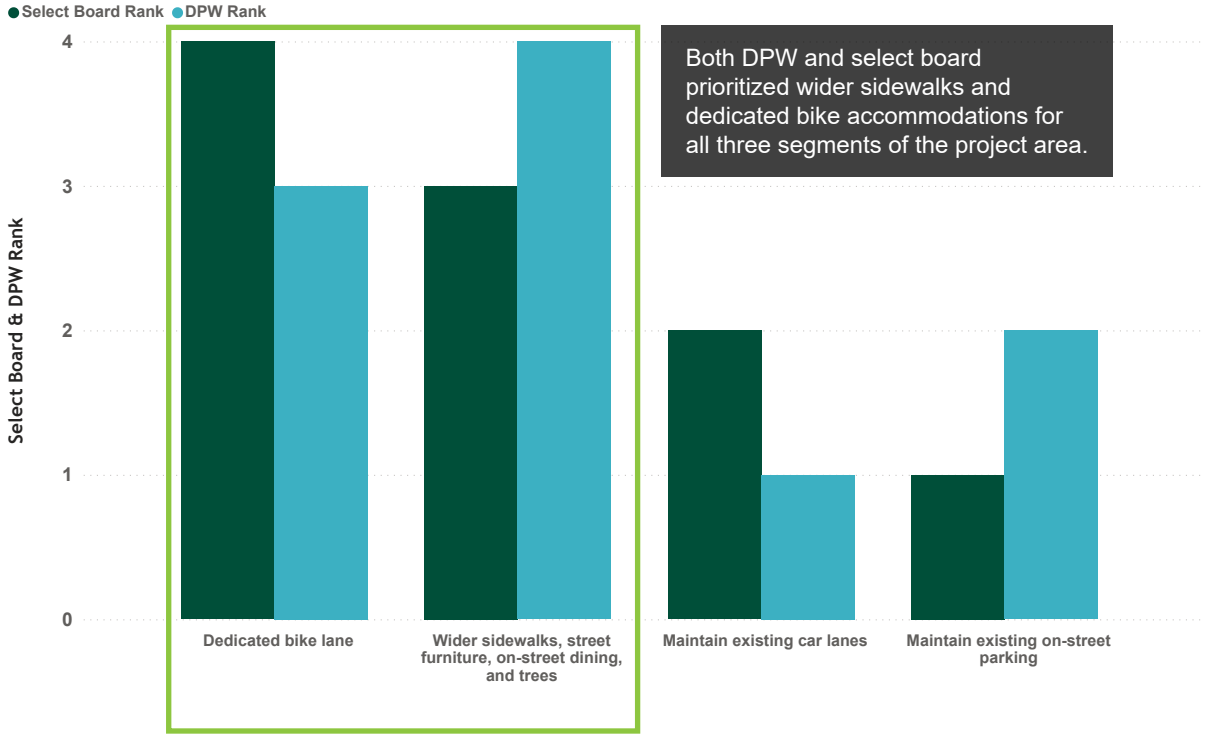
Higher Number is Higher Ranking or Importance



Both DPW and select board prioritized wider sidewalks and dedicated bike accommodations for all three segments of the project area.

Section 2 Prioritization

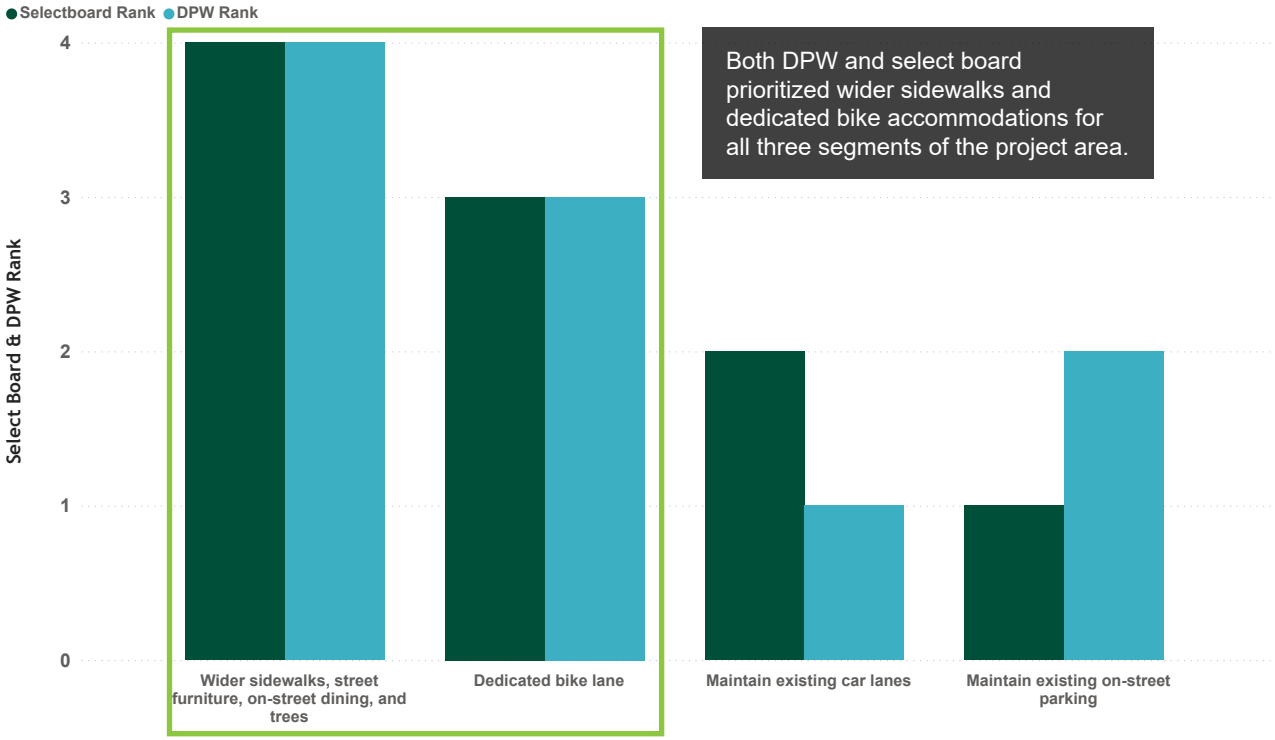
Higher Number is Higher Ranking or Importance



Both DPW and select board prioritized wider sidewalks and dedicated bike accommodations for all three segments of the project area.

Section 3 Prioritization

Higher Number is Higher Ranking or Importance



Both DPW and select board prioritized wider sidewalks and dedicated bike accommodations for all three segments of the project area.

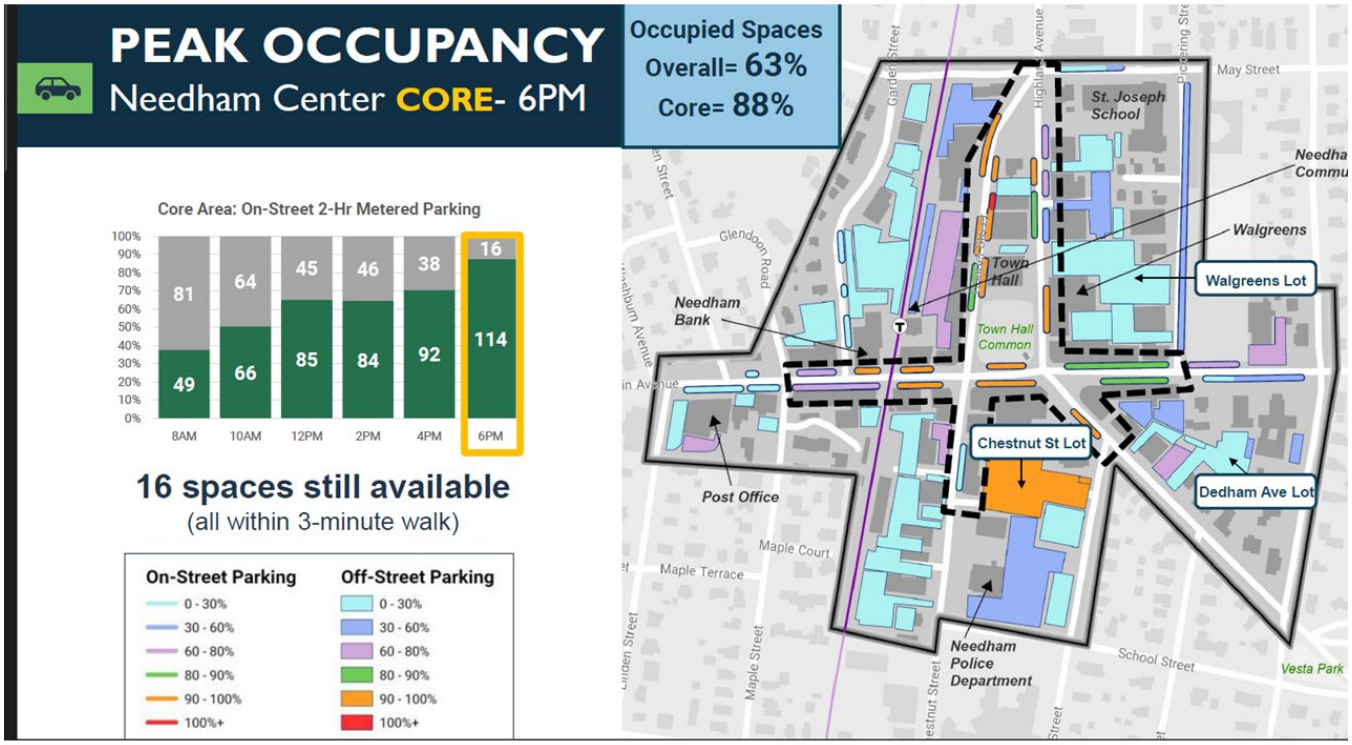
Funding Prioritization

Higher Number is Higher Ranking or Importance

Both DPW and select board preferred a combination of funding sources. The select board was interested in utilizing Chapter 90 funds while DPW was interested in seeking town appropriations.

INITIAL CONCEPTS FOR GREAT PLAIN AVENUE

Based on the priorities established from the select board and DPW staff surveys, GPI explored options to provide wider sidewalks and some form of separated/protected bike accommodations. As expected, an examination of the number of travel lanes and existing on-street parking was required to provide these additional amenities within the fixed ROW. For each of the three segments, the select board favored maintaining the existing travel lanes over parking, while DPW favored maintaining parking over travel lanes.



Based on the recent parking study completed by the town, parking along Great Plain Avenue between Garden Street and Highland Avenue is between 90-100% utilized during the evening peak hours, and the section between Highland Avenue and Warren Street is approximately 80-90% utilized.

Studies have shown that parking on downtown streets contributes to the economic viability of downtown shopping areas. Parking also acts as a buffer between travel lanes and bicycles and pedestrians, and in warmer months, parking spaces can accommodate parklets for outdoor dining. In addition, removing a travel lane creates a road diet by decreasing the perceived roadway width as well as reducing travel speeds and crossing distances for pedestrians, resulting in improved safety. Furthermore, reducing the cross section by a travel lane provides an additional 11-12 feet that can be used for bicycles and pedestrians, while removing a parking lane only provides an additional 7-8 feet for bicycle and pedestrian accommodations.

For these reasons, GPI developed two general concepts for the Great Plain Avenue corridor through the downtown area. Both concepts reduce the travel lane cross-section to one eastbound and one westbound lane with pocket turn lanes as required at significant intersections. The additional ROW is generally allocated to providing protected bike accommodations. The following details the two options that were developed.

Alternative 1: Street-Level Buffered Bike Lanes

Alternative 1 generally maintains the existing curblines and re-stripes the roadway to provide street-level parking as a buffer for the protected bike lanes. On-street parking is maintained on both sides of the street. Cyclists will ride between on-street parking and the sidewalk. They are protected from 'dooring' (being hit by a car door opening) by a 3-foot buffer between the parked cars and the bicycle lane. This buffer may be raised or flush. Alternative 1 could also be scaled to be a proof of concept pilot with minimal construction efforts. An example of this concept was recently implemented on Centre Street in West Roxbury.

Centre Street in West Roxbury, MA

Alternative 2: Sidewalk-Level Protected Bike Lanes

The second design concept provides sidewalk-level protected bike lanes. This would entail moving the curblines out to provide a one-way bike lane with a bicycle facility suitable for all ages and abilities (see photos adjacent). On-street parking is maintained on both sides of the street. People biking will ride between on-street parking and the pedestrian sidewalk zone with a 1-foot minimum buffer between bikes and pedestrians and a 3-foot buffer between bikes and parked cars. These buffers could accommodate trees, landscaping, and other features, depending on the width. There is some opportunity for wider sidewalks in this alternative. As shown in the photos at right, sidewalk-level bicycle accommodations contribute to the pedestrian enjoyment of the area by providing an additional buffer between the sidewalk and the street traffic. Studies have shown that protected bicycle lanes make streets safer for biking, walking, and driving by slowing traffic, shortening pedestrian crossing distances, and removing bicyclists from traffic.

Ruggles Street, Boston, MA

Third Street, Cambridge, MA

Overview of Concepts

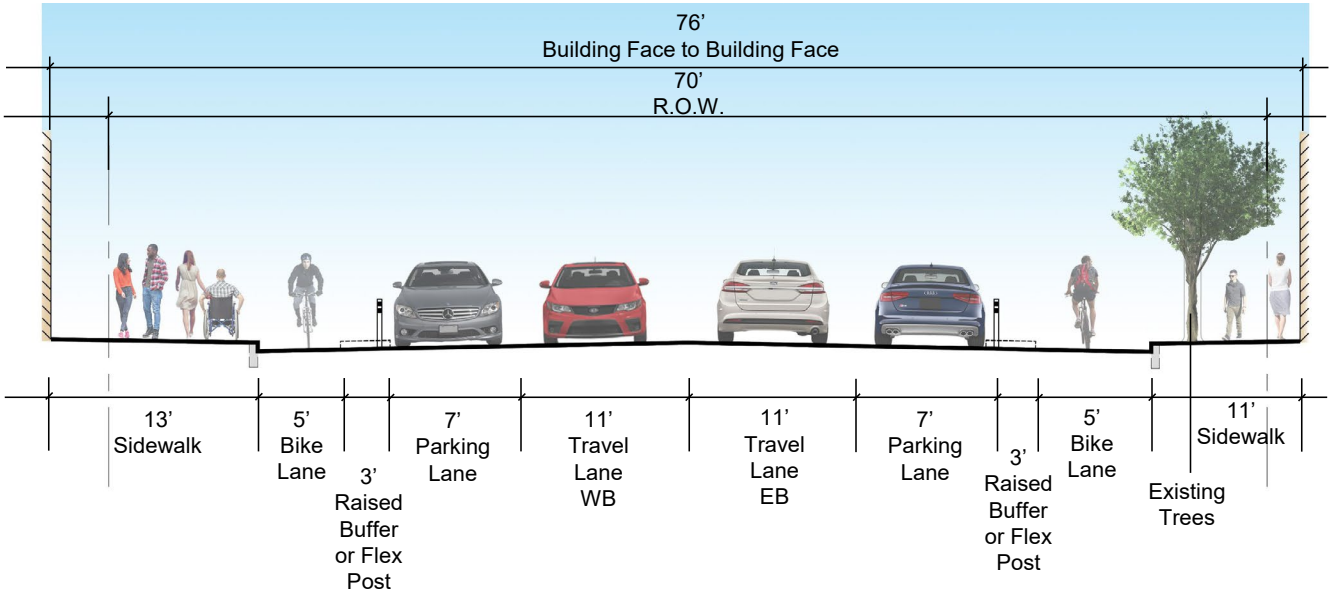
Section 1 - Linden Street to Chapel Street

DESIGN CONSIDERATIONS

Under existing conditions, there are several areas of concern in this section:

- GPI is working with the town to establish a quiet zone along the MBTA commuter rail line. The Great Plain Avenue crossing is the busiest public crossing in town and will require the installation of supplemental safety measures (SSM) to qualify for a quiet zone. As part of the Great Plain Avenue reconstruction, quad-gates with vehicle detection will likely be constructed. Close coordination of the two projects will be required.
- There is a desired pedestrian line to cross Great Plain Avenue near the railroad tracks. A walkway on the easterly side of the tracks heading north provides access to the commuter rail stop and the municipal parking area. Pedestrians are regularly observed crossing within the crosshatched area east of the tracks.
- There are existing trees along the southerly side of the corridor in this section. However, it is noted that this area is predominantly in the shade from the buildings for the majority of the day.
- Traffic counts indicate a heavy eastbound left turn from Great Plain Avenue to Chapel Street, but no protected turn lane or signal phasing is provided; however, there is a protected westbound left turn phase at Chapel Street.

ALTERNATIVE 1 - STREET LEVEL PROTECTED BIKE LANES



Section 1, Alternative 1 - Street Level Protected Bike Lanes

N

1” = 40’

GREAT PLAIN AVENUE CORRIDOR

Concept 1

February 2024

Note: Painted buffers could be modifed and developed as raised buffers with landscape materials.

GPI

Section 1, Alternative 2 - Sidewalk Level Protected Bike Lanes

N

1” = 40’

GREAT PLAIN AVENUE CORRIDOR

Concept 2

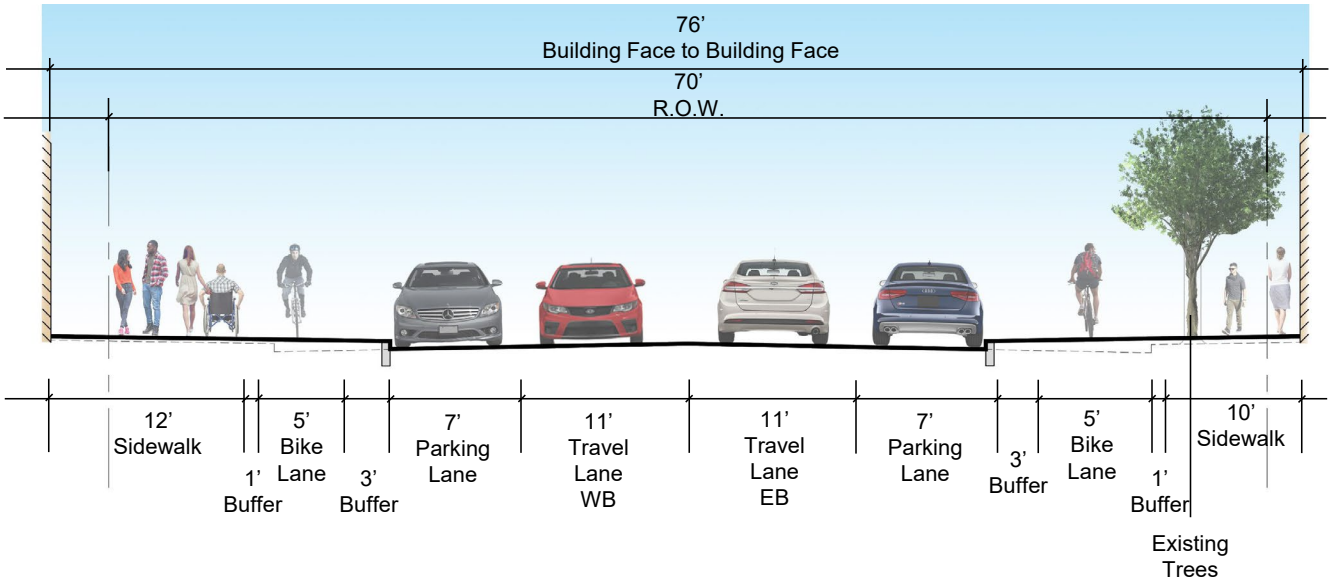
February 2024

GPI

Under Alternative 1, the following is proposed:

- Reduce from a four-lane to two-lane cross-section.
- Reallocate travel lane width to develop a buffered bike lane eastbound and westbound by utilizing on-street parking to provide a buffer area.
- Maintain existing curbline.
- Provide a dedicated eastbound left turn lane at Chapel Street. The existing curbline is retained, and the travel lanes are generally reduced to one eastbound and one westbound travel lane.
- Potentially provide additional crosswalk access to commuter rail and public parking access.
- Potential landscape and hardscape enhancements in buffer areas (planters, etc.).
- This option could be constructed with or without a raised buffer between the parking and bikes.

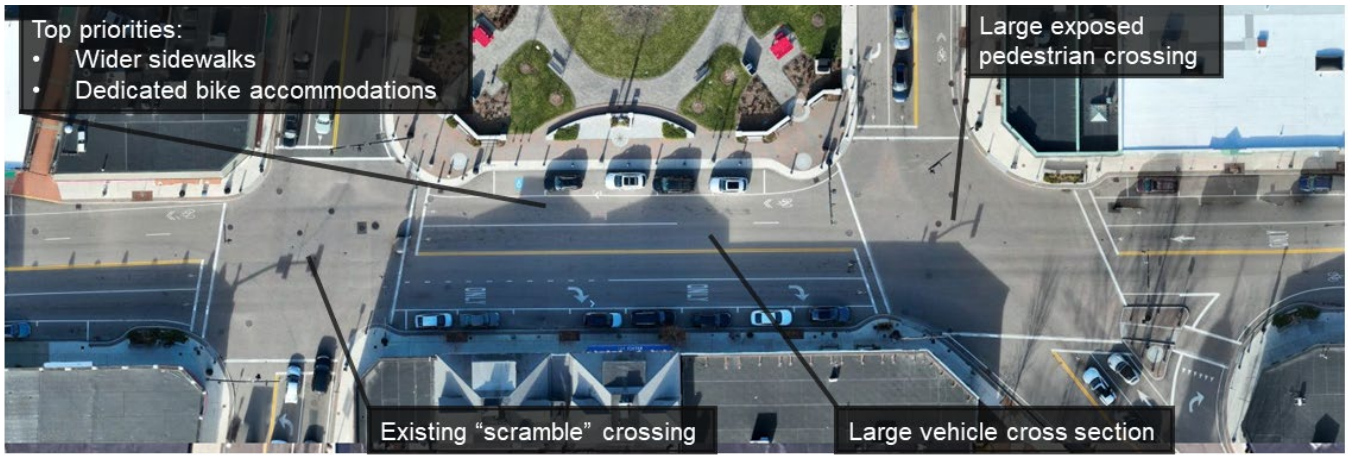
ALTERNATIVE 2 - SIDEWALK LEVEL PROTECTED BIKE LANES



Under this alternative, the following is proposed:

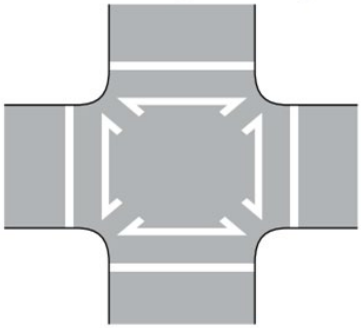
- Reduce from a four-lane to two-lane cross-section.
- Reallocate travel lane width to relocate the curbline and develop a raised cycle track adjacent to the sidewalk.
- Trees, street furnishings, landscape, etc., provide a buffer to the pedestrian area.
- Provide a dedicated eastbound left turn lane at Chapel Street. The existing curbline is retained, and the travel lanes are reduced to generally one eastbound and one westbound travel lane.
- Potentially provide additional crosswalk access to commuter rail and public parking access.

Section 2 - Chapel Street to Highland Avenue



DESIGN CONSIDERATIONS

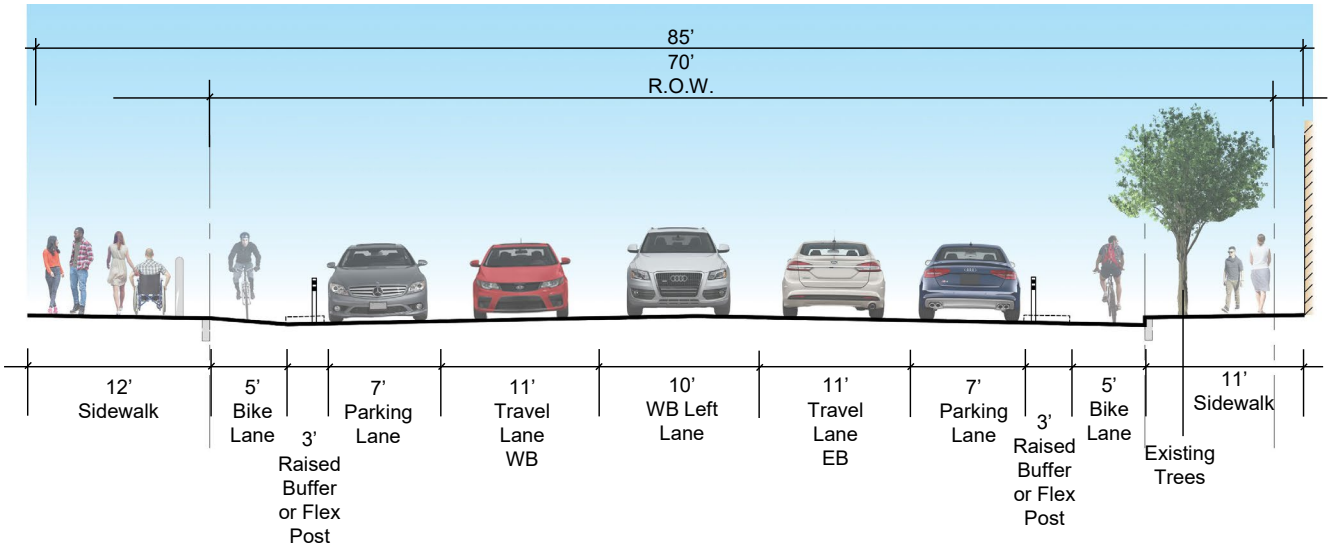
Figure 3C-2. Example of Crosswalk Markings for an Exclusive Pedestrian Phase that Permits Diagonal Crossings



Areas of concern in this section under existing conditions:

- The four-lane cross-section does not protect bicyclists. Minimal sharrow markings force bikes to share through lanes with vehicles.
- The existing pedestrian crossings do not provide separated ADA wheelchair ramps to guide visually impaired pedestrians safely across the street. They are directed to the center of the intersection.
- There are no clearly marked crosswalks; rather, the crossing is a scramble crossing. If diagonal crossings are allowed, markings as shown to the right, should be provided to give pedestrian crossing guidance.
- There has generally been support of the recent upgrades and enhancements to the town common, and the streetscape elements and amenities provided should be carried through to the remainder of the corridor, where possible.
- There are existing trees along the southerly side of the corridor in this section. However, it is noted that this area is predominantly in the shade from the buildings for the majority of the day.
- Left turns to Dedham Avenue are prohibited, forcing all left-turn traffic to occur at Chestnut Street.

ALTERNATIVE 1 - STREET LEVEL PROTECTED BIKE LANES



Section 2, Alternative 1 - Street Level Protected Bike Lanes

N

1” = 40’

GREAT PLAIN AVENUE CORRIDOR

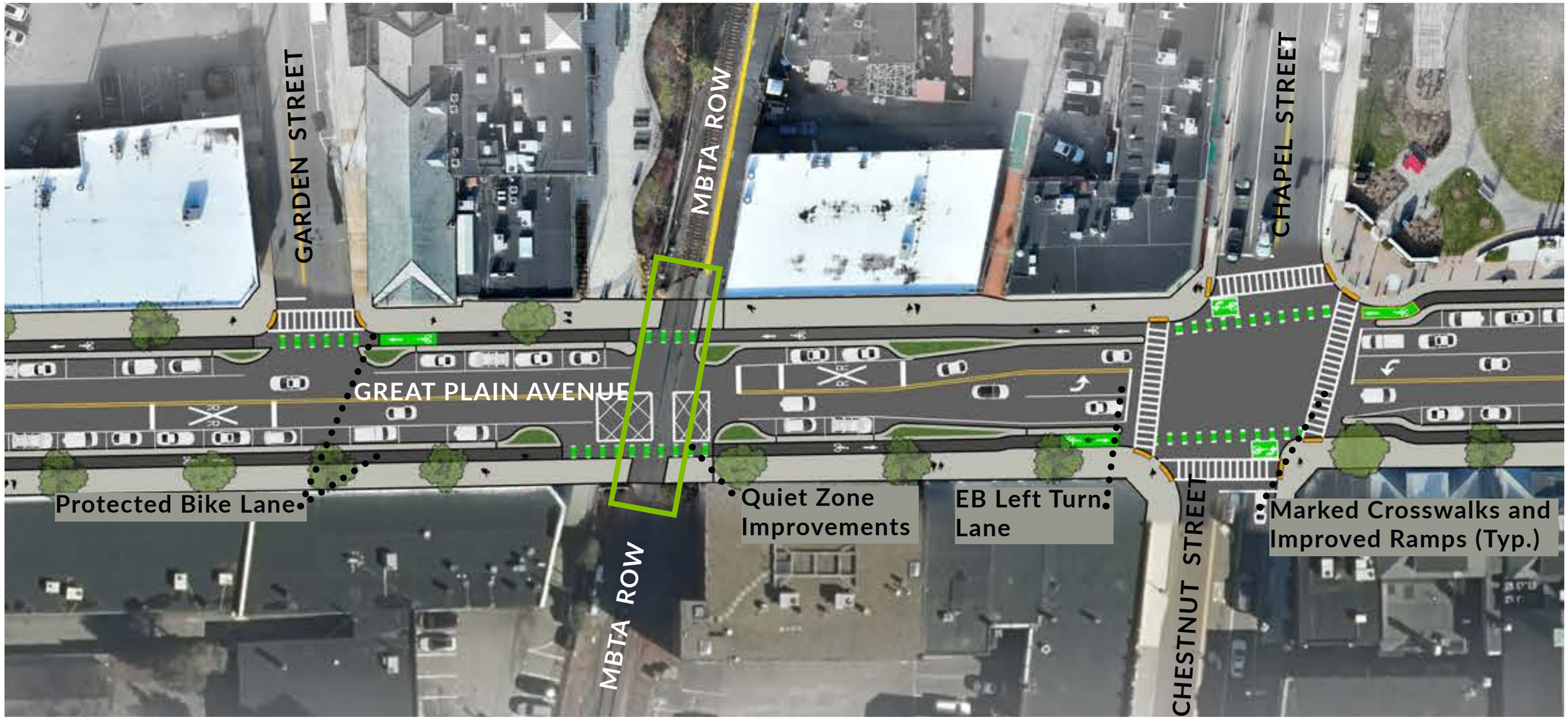
Concept 1

February 2024

Note: Painted buffers could be modifed and developed as raised buffers with landscape materials.

GPI

Section 2, Alternative 2 - Sidewalk Level Protected Bike Lanes



N

1” = 40’

GREAT PLAIN AVENUE CORRIDOR

Concept 2

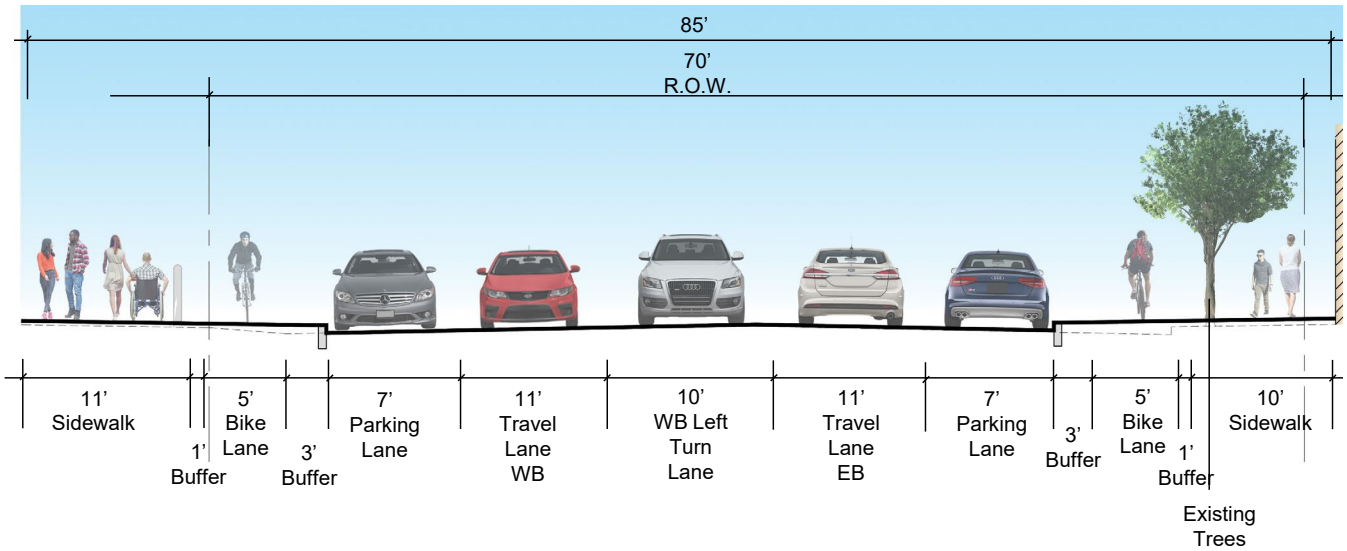
February 2024

GPI

Under alternative 1, the following is proposed:

- Reduce from a four-lane to three-lane cross-section to allow a westbound left turn to Chestnut Street.
- Reallocate travel lane width to develop a buffered bike lane eastbound and westbound by utilizing on-street parking to provide a buffer area.
- Maintain existing curbline.
- Improve crosswalk striping and ADA wheelchair ramp alignments.
- Potential landscape and hardscape enhancements in buffer areas (planters, etc.).
- This option could be constructed with or without a raised buffer between the parking and bikes.

ALTERNATIVE 2 - SIDEWALK LEVEL PROTECTED BIKE LANES



Under this alternative, the following is proposed:

- Reduce from a four-lane to three-lane cross-section to allow a westbound left turn to Chestnut Street.
- Reallocate travel lane width to relocate the curbline and develop a raised cycle track adjacent to the sidewalk.
- Trees, street furnishings, landscape, etc., provide a buffer to the pedestrian area.
- Improve crosswalk striping and ADA wheelchair ramp alignments.

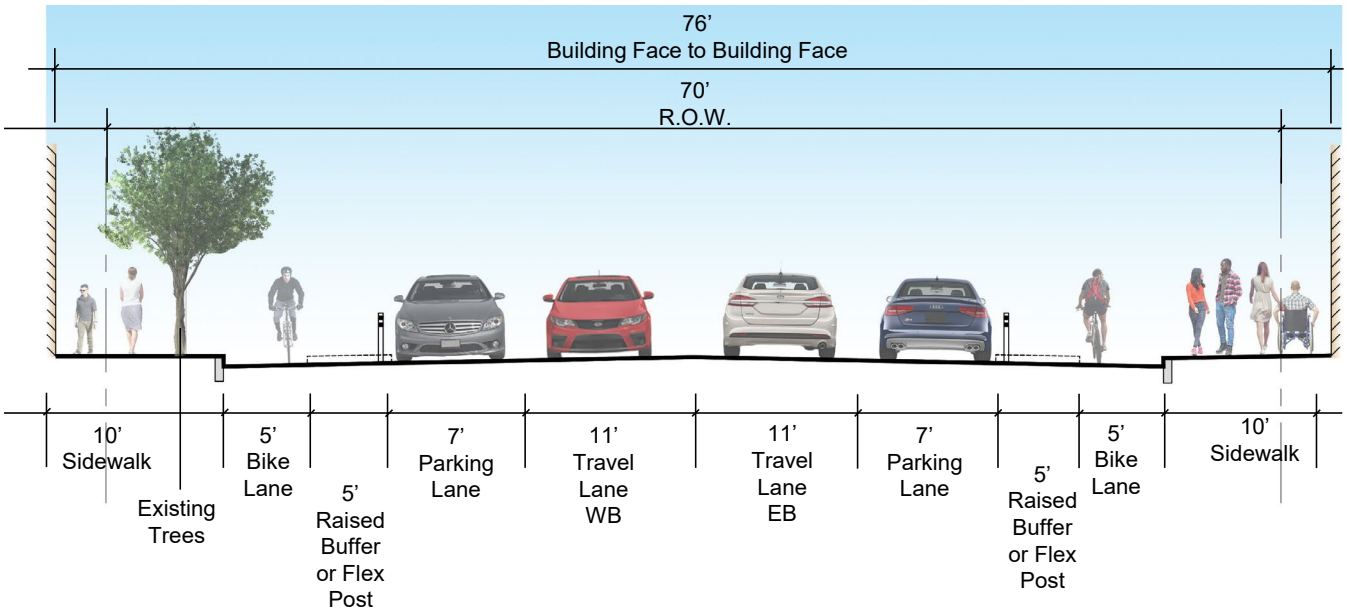
Section 3 - Highland Avenue to Warren Street

DESIGN CONSIDERATIONS

Under existing conditions, there are several areas of concern in this section:

- Vehicles are regularly observed to double park in this area. This is most notable throughout the day in the vicinity of the UPS Store on the westbound approach.
- During dinner hours, with Thai Spoon, Sweet Basil, Abbotts, and Needham House of Pizza on the south side, there is a regular stream of vehicles double parked to pick up food. This behavior will present challenges for street-level bike lanes. There is the opportunity to address this with modified parking regulations.
- The ROW and cross-section is reduced east of Greene's Field in front of the YMCA. This area would be seen more as a transitional section back to the more residential portion of Great Plain Avenue.
- Greene's Field offers additional landscape and enhancement opportunities that could be considered outside this project.

ALTERNATIVE 1 - STREET LEVEL PROTECTED BIKE LANES



Under this alternative, the following is proposed:

- Reduce from a four-lane to a two-lane cross-section.
- Reallocate travel lane width to develop a buffered bike lane eastbound and westbound by utilizing on-street parking to provide a buffer area.
- Maintain existing curbline.
- Potential landscape and hardscape enhancements in buffer areas (planters, etc.).
- This option could be constructed with or without a raised buffer between the parking and bikes.

Section 3, Alternative 1 - Street Level Protected Bike Lanes

N

1” = 40’

GREAT PLAIN AVENUE CORRIDOR

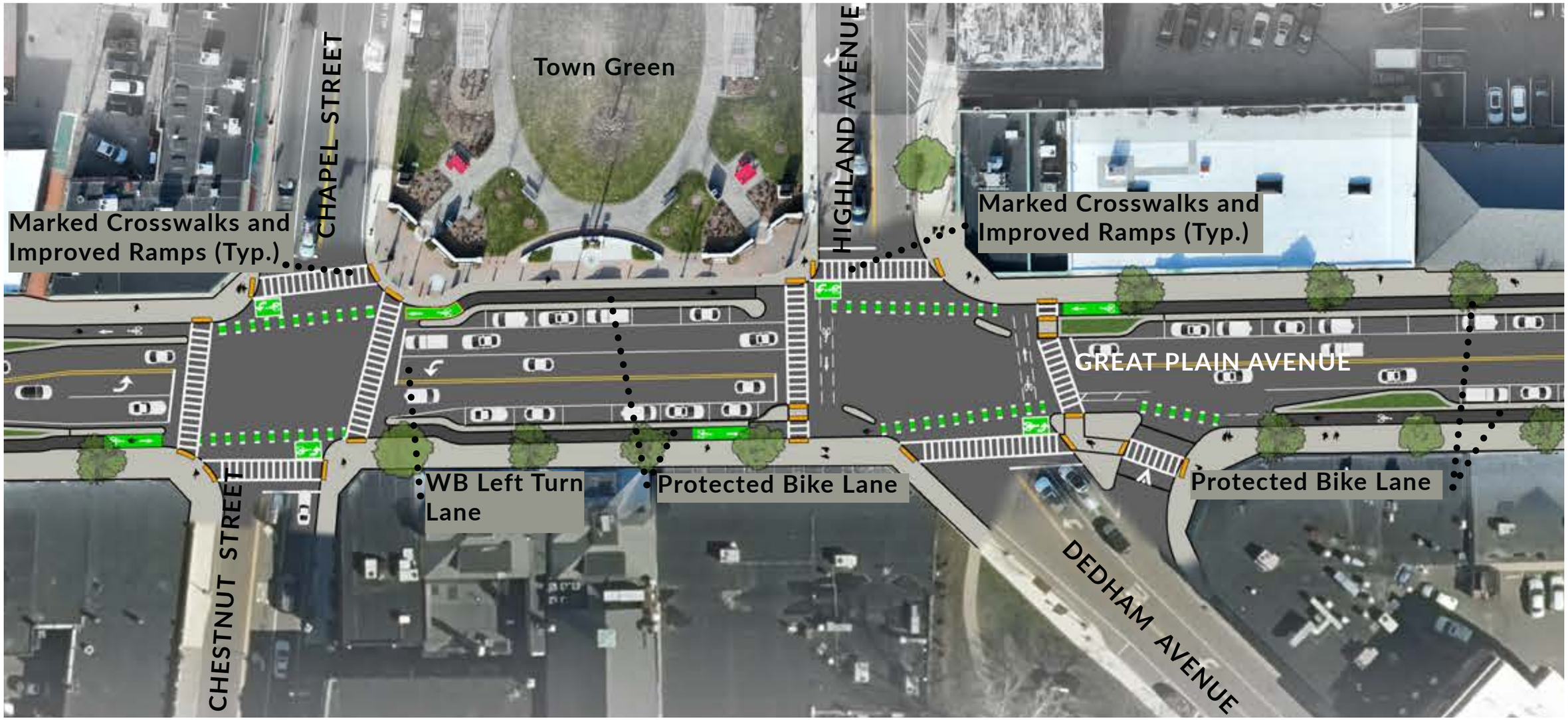
Concept 1

February 2024

Note: Painted buffers could be modifed and developed as raised buffers with landscape materials.

GPI

Section 3, Alternative 2 - Sidewalk Level Protected Bike Lanes



N

1” = 40’

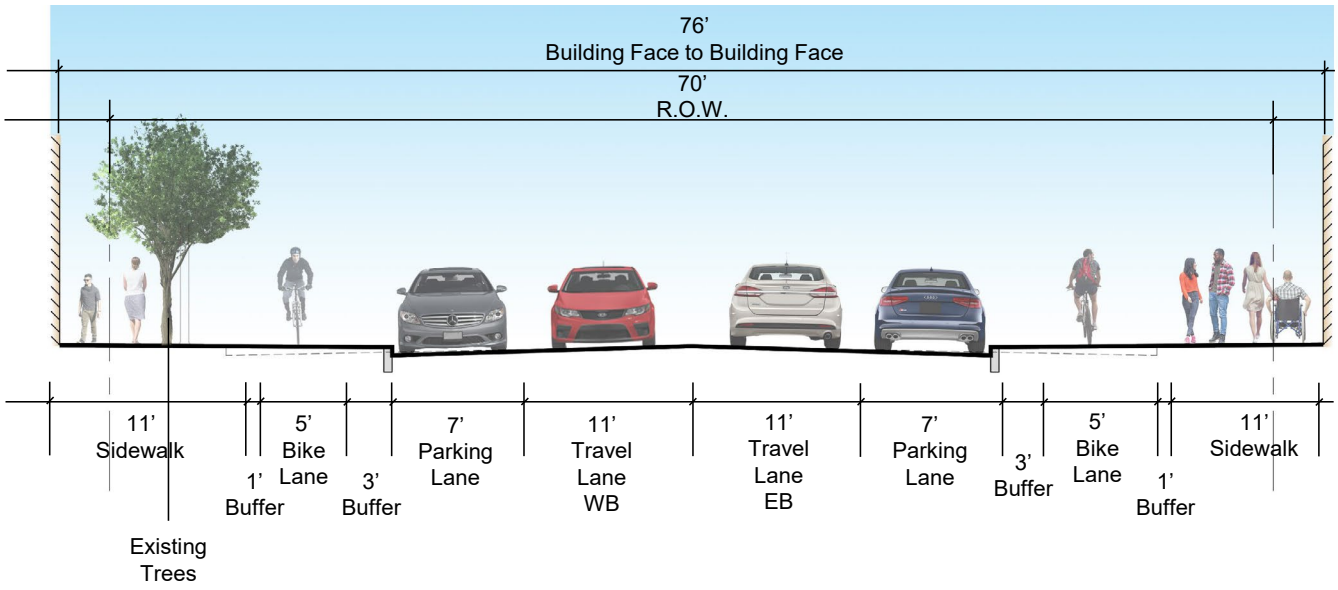
GREAT PLAIN AVENUE CORRIDOR

Concept 2

February 2024

GPI

ALTERNATIVE 2 - STREET LEVEL PROTECTED BIKE LANES



Under this alternative, the following is proposed:

- Reduce from a four-lane to two-lane cross-section.
- Reallocate travel lane width to relocate the curbline and develop a raised cycle track adjacent to the sidewalk.
- Trees, street furnishings, landscape, etc., provide a buffer to the pedestrian area.

Overall Enhancements

Both concepts focus on providing a downtown streetscape that is more inviting and safer for pedestrians and cyclists. Reducing the number of travel lanes and providing buffered bike accommodations have the following benefits for all users:

Benefits for Pedestrians:

- Shortened crossing distances for people walking.
- Reduction of 'double threat' pedestrian crash potential (multiple lane crossings).
- Potential for wider sidewalks (Alternative 2).
- Improved accessibility through reconstructed curb ramps and sidewalks.
- Traffic calming benefits associated with less space dedicated to travel lanes.

Benefits for Bicyclists

- Traffic-protected bicycle accommodations that are comfortable for all ages and abilities.

Placemaking Benefits

- Stronger sense of place created by less ROW dedicated to vehicle lanes.
- Improvement of streetscape amenities such as street furniture, lighting, trees and landscaping, wayfinding signage, and gateways.
- Accommodation of outdoor street dining in seasonal parklets.

Motorist Benefits

- Maintain on-street parking on both sides of Great Plain Avenue.
- Lower crash risk through slower traffic and road diet.
- More organized street flow separating bikes, pedestrians, and vehicles.

Environmental Benefits

- Reduced car dependence.
- Potential for stormwater infiltration through green infrastructure.

Other Design Considerations

While the project's primary focus is to provide a more welcoming downtown area for pedestrians and cyclists, several other additional elements or enhancements can be realized.

Parking: Where feasible, recommendations from the recent parking study should be incorporated into the design. This includes:

- Updated parking meter technology (pay by app, centralized pay stations to eliminate meters and provide additional pedestrian space, etc.).
- Wayfinding to public parking areas.
- Define needs for short-term (10-15 minute) parking and longer-term (2 hours) needs, particularly in Section 3
- Address longer-term employee parking needs, emphasizing the use of centralized lots.
- Provide additional bike parking infrastructure (potentially enclosed for commuter rail).

PROJECT SCHEDULE & TIMELINE

Based on the timeline provided in the RFP, GPI compiled a detailed work schedule highlighting critical tasks, meetings, and town review periods.

Task	Description	2024										2025							
		March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August
	Negotiate Contract / Notice to Proceed																		
1	**Preliminary Design**																		
1.1	Kick-Off Meeting																		
1.2	Site Walk																		
1.3	Bi-weekly Meetings																		
1.4	Traffic Counts																		
1.5	Field Survey (as needed)																		
1.6	ROW																		
1.8	Conceptual Alternatives/Recommended Concept																		
1.9	Traffic Analysis																		
1.10	Preparation of 25% Plans & Cost Estimate																		
1.11	Interactive Map & Online Survey																		
1.12	Public Open House #1																		
1.13	Stakeholder Listening Sessions																		
1.14	Public Open House #2																		
1.15	Recommended Concept Presentation to Select Board																		
1.16	Presentation of 25% Plans & Cost Estimate to Select Board																		
2	**Design Development (80% Plans)**																		
2.1	Biweekly Meetings																		
2.2	Geotechnical Investigations																		
2.3	Utility Coordination																		
2.4	Design Development (80% Plans)																		
2.5	Cost Estimate/Quantities																		
2.6	Town Engineer Review & Revisions																		
2.7	Meetings with Stakeholders																		
2.8	Presentation to Select Board																		
3	**Final Plans (PS&E)**																		
3.1	Bi-weekly Meetings																		
3.2	Preparation of Final Plans																		
3.3	Town Engineer Review & Revisions																		
4	**Bidding Phase**																		
4.1	Advertise																		
4.2	Pre-Bid Meeting																		
4.3	Contractor Questions																		
4.4	Bids Received																		
4.5	Bid Analysis																		
4.6	Pre-Construction Public Information Meeting																		

Overall Phase Work Time	
Town Coordination & Review	
Public Engagement & Preparation	
Work Process	

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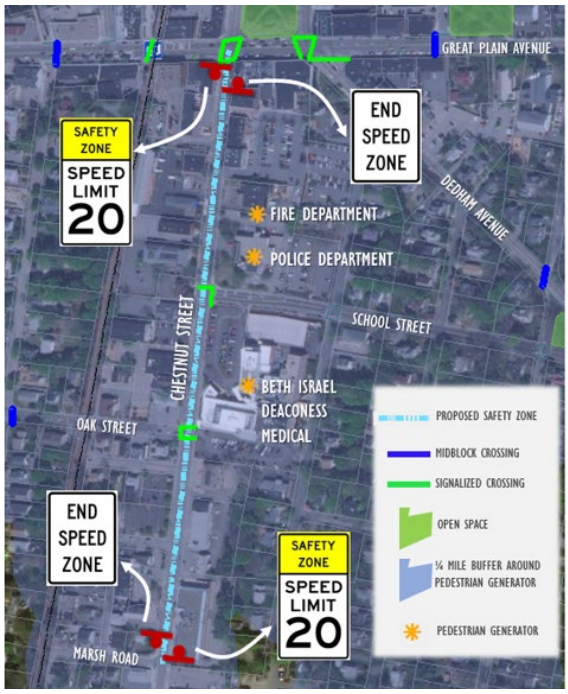
Traffic Flow & Operations: As a part of developing the alternatives, GPI performed a preliminary, high-level traffic analysis based on the proposed lane reductions. As expected, there may be an increase in queuing and delays during peak hours. However, the levels of service appear to be within acceptable ranges. While this will require additional analysis and refinement as the concepts are further developed, the critical movements include the eastbound approach to Chapel Street (both through and left turns), the southbound Chapel Street approach to Great Plain Avenue, and the westbound approach to Highland Avenue. With any type of road diet, the community needs to make a decision and commitment that improving safety and accessibility as well as developing a more desirable and usable downtown area is prioritized over quickly moving vehicle traffic through an area at peak hours. As noted below, additional functionality of the existing traffic signal may be utilized to provide further operational enhancements.

Advanced Traffic Signals: As part of the Phase 1 construction, the traffic signal hardware and controller technology were upgraded. The existing Siemens M60 controllers are capable of many advanced features, including running adaptive operations. Adaptive signal control provides more real-time responsive operations based on changing traffic volumes.

The existing operations also take advantage of the peer-to-peer functionality of the controllers, essentially allowing the two independent controllers at Chapel Street and Highland Avenue to function as a single system. This differs from a traditional "coordinated" system in that the phasing and detection at one location can directly impact phasing and operations at the second location.

It is understood that the system is being reevaluated as part of the Bottleneck Reduction Grant, however, any changes to lane use will require a full reassessment of the signal operations. In addition, maintaining the appropriate railroad gate clearances is critical in the presence of the at-grade railroad crossing.



Safety Zones: As part of the Townwide Pedestrian Safety Audit, GPI recommended several locations for safety zones. At the time, they were generally focused on school areas and parks throughout town. One of the locations included Chestnut Street between Great Plain Avenue and Marsh Road. According to the Massachusetts Amendments to the *Manual on Uniform Traffic Control Devices (MUTCD) "...safety zone speed limits are the only regulatory speed limits that municipalities can adopt on city - and town-owned ways without approval from MassDOT…"* and *"…Speed limits within a safety zone must be set at 20 mph and are intended to be used in areas where vulnerable road users are likely to be present, such as parks and playgrounds, senior citizen housing and centers, hospitals or other medical facilities, high schools and higher education centers, and daycare facilities."*

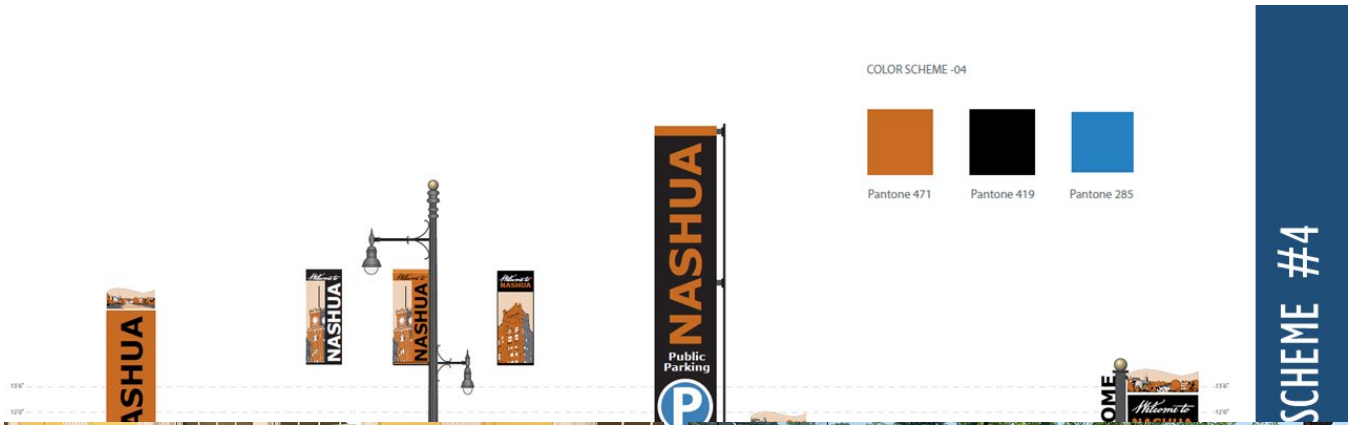
To establish a safety zone, the following minimum criteria should apply:

- The street should be adjacent to a land use likely to attract vulnerable road users.
- The safety zone should contain one or more areas with potential conflicts between motor vehicles and vulnerable road users that warrant a reduction in speeds, such as crosswalks, driveways, or side streets.
- The minimum length of the safety zone should be at least a quarter of a mile, and it should not extend more than 500 feet beyond a side street unless an applicable land use continues along the adjacent block.

Based on the following, it would appear that this section of Great Plain Ave meets the above requirements:

- The entire Great Plain Ave corridor from Linden Street to Warren Street is approximately 2000 feet.
- Land uses include post office, town common, and multiple businesses, including Abbott's, Greene's Field, Shaolin Studios, Needham Music and Dance, etc. - all are likely to attract vulnerable users.

Wayfinding: As mentioned in the parking study, existing wayfinding in the downtown area pertaining to parking is limited. GPI has worked with several agencies and municipalities to develop wayfinding standards (logos, graphics, etc.) that provide clear guidance for parking and local attractions (historical landmarks, recreation areas, etc.). The refreshed look into the downtown area would be an excellent opportunity to consider an overall theme for wayfinding in the downtown area and throughout the town. The sample below is from Nashua, NH, where GPI developed a complete wayfinding system, including graphics, construction document specifications, and location plans for the various elements.



DETAILED APPROACH

Staff Coordination

Preparing the redesign for Great Plain Avenue will require ongoing coordination and progress meetings with town staff to keep the project moving on schedule. We assume the following meetings with town staff will occur:

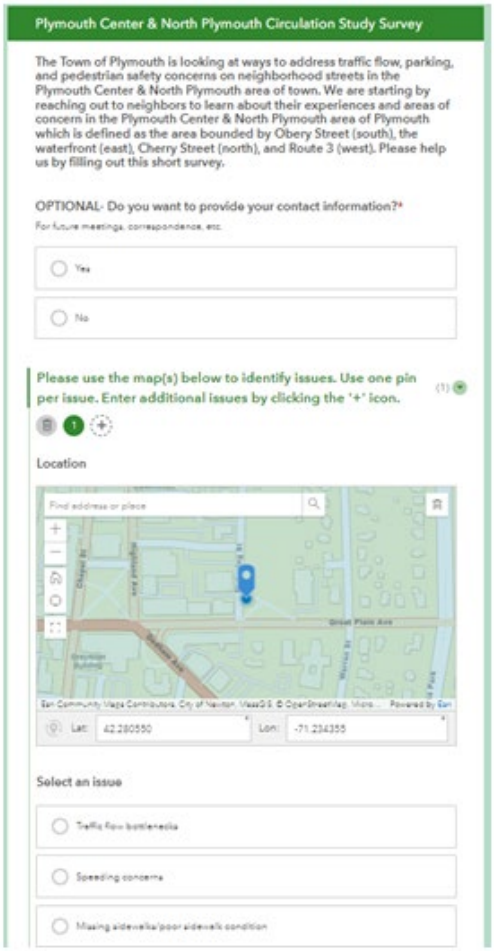
Town Staff Kick-Off Meeting (March 2024): At the kick-off meeting with town staff, we will review the project schedule and availability of base information, discuss the town's goals, identify key stakeholders and community groups, and, if necessary, establish a Design Committee. We will also discuss technical issues at this meeting, including coordination regarding utilities, drainage, ROW, survey, etc.

Site Walk (March 2024): The GPI team will walk the project area, taking note of existing site conditions, parking and loading activity, parking restrictions, pedestrian, transit, and bicyclist activity, tree conditions, and existing materials. The site walk will be documented with photographs and field notes.

Bi-Weekly Progress Meetings with Town Staff (20 Meetings): For this project, we suggest setting a bi-weekly staff meeting schedule to review the progress of the plan's development and prepare for public outreach activities.

Outreach & Communications Plan

The project is located in the heart of Needham's downtown. It will be of interest to the community as a whole and a number of stakeholders have a significant interest in the outcome. We suggest the following outreach and communications plan to ensure an open and engaging public outreach process.



Preliminary Design Phase

Project Webpage: GPI will assist the town in providing materials for a project webpage for the Great Plain Avenue Project. The webpage will include a short description of the project, community event announcements, meeting slides, interactive public engagement features (i.e., wiki maps, surveys), sign-up for email alerts, etc.

Interactive Map and Survey: An interactive wiki map that will allow community members to post comments about their experience of the project area will help reach community members who may not attend a public meeting.

Public Open House #1 (April 2024) In-Person and Virtual - Reset: The purpose of the initial open house is to make the community aware of the reset and design process, explain the project goals, pertinent existing condition information (i.e., safety, parking utilization, accessibility considerations, etc.), the overall project schedule, and future opportunities for public input. At this juncture, we want to gather information from the public regarding how they use the street. *Option: This open house can be staged as a pop-up event on the Townhall Park.*

Stakeholder Listening Session(s) (May 2024) Virtual: At the outset of the process, GPI will meet with stakeholders (i.e., downtown business group, accessibility representatives, streetscape committee, transportation committee) to open a dialog about the Great Plain Avenue reset.

Public Open House #2 (June 2024) In-Person and Virtual - Design Options: Based on input from the community regarding how they use the street, design alternatives will be developed for public feedback at a second public open house. We anticipate that design options may be considered on a segment-by-segment basis and may include stand-alone alternatives for the length of the project area.

Optional Walk/Bike Tour (June 2024) In-Person: GPI will provide a walk/bike field tour of similar projects in neighboring communities for interested participants.

Recommended Alternative Presentation to Selectboard (July 2024): GPI will process the feedback received from the community regarding the design options and report to the select board with a recommendation regarding the conceptual design that should be progressed to a 25% design level.

Presentation of 25% Plans to Selectboard (September 2024): GPI will present the 25% progress plans for review by the select board in an open public forum designed to collect comments from the public as well as the select board.

Design Development Phase

Stakeholder Listening Session(s) (October 2024): GPI will review the 25% plans with the stakeholders (i.e., downtown business group, accessibility representatives, streetscape committee). These meetings are intended to receive feedback from downtown stakeholders regarding the design.

Presentation of 80% Plans to the Selectboard (February 2025): GPI will update the cost estimate and present the 80% plans to the select board for review and comment.

Bidding Phase

Pre-Construction Meeting (July 2025). GPI will assist the town in presenting the construction plans to the community. This meeting can be held as a pop-up in the Needham Townhall Park or as an evening meeting.

Preliminary Design Phase (Alternative Concepts & 25% Progress Plans)

The Preliminary Design Phase will be an intensive phase of work that will generate alternatives, obtain public feedback, and develop analyses (traffic and safety) to arrive at a recommended concept and 25% progress plan set by September 2024. The preliminary design phase will be the most public engagement intensive phase of work involving public open houses, stakeholder meetings, and select board presentations as described in the Outreach and Communications Plan. Upon receiving notice to proceed (NTP), we will proceed with data collection to obtain updated traffic counts and identify any additional survey needs for the project area. If necessary, we can prepare the initial conceptual plans using the base information on hand and process the survey for the design work as we develop the concepts. We anticipate obtaining community input through April, May, and June before people leave for summer vacation to obtain the feedback we need to recommend a design concept to be progressed to 25% plans.

As we develop the alternatives, we will simultaneously undertake a traffic analysis to understand the traffic operations and address specific issues that arise, and we will develop a more detailed design. Due to the change in lanes through the area, the signal phasing and timing will need to be updated. The preliminary design phase includes the following tasks:

- Preliminary Design
    1. Cover Sheet
    2. General Notes
    3. Typical Sections & Pavement Notes
    4. Construction Details
    5. Construction Plan
    6. Profiles
    7. Grading
    8. Drainage & Utilities
    9. Signage & Pavement Marking Plan
    10. Signal Timing & Phasing
    11. Quiet Zone Crossing Design
    12. Streetscape Plans
    13. Streetscape Details
- Preliminary Cost Estimate
- Town Engineer for Review & Plan Revisions
- Prepare Plans & Visualizations for Public Presentations
- Presentation to the Select Board & Public

Ruggles Street Rendering, Boston, MA

Data Collection

Traffic Counts: Updated traffic counts are assumed to be provided by the town as part of the Bottleneck Reduction Grant.

Field Survey (as needed): Some supplemental survey may be required, but the town will provide most of the survey.

ROW: There appears to be a 1-3 foot section of sidewalk outside the ROW adjacent to the buildings. (I.e., ROW is 70 feet, but building face to building face measures 73-76 feet.) Therefore, easements or takings will ultimately be necessary to conduct sidewalk reconstruction outside the layout adjacent to the buildings.

Utility Coordination: GPI will coordinate with various utility companies, including town water and sewer, to determine if any upgrades are required or planned prior to the reconstruction of the corridor.

Tree Inventory: GPI will walk the corridor with the Town Tree Warden to assess the health of all existing street trees.

Development of Conceptual Alternatives

Traffic Analysis Technical Memo: GPI will provide a brief technical memorandum summarizing each concept's existing and future traffic operations. A 20-year design horizon will be assumed.

Conceptual Design Alternatives: GPI will refine the concepts developed as part of the proposal based on public input and discussions with town staff.

Refinement of Preferred Alternative: Once a preferred alternative is agreed to, GPI will refine various design elements (dimensions, parking, landscape features, etc.) prior to advancing to the 25% design.

Once the preferred alternative is developed and agreed to by the town, GPI will move forward with the technical design, including the 25%, 80%, and final plans, specifications, and estimate (PS&E).

Design Development Phase (80% Progress Design Plans & Updated Cost Estimate)

The next phase of work incorporates comments from the review of the 25% plans and develops the plans to a greater level of detail. This phase would include greater grading, drainage, utility coordination, and lighting design detail. Geotechnical investigations may be necessary for traffic signals. We will also develop initial traffic control plans for the construction phase. The landscape materials will be selected to be compatible with the design established in the first phase of the construction project. We will review the materials used in the first phase with the town and provide alternatives for any elements that are not satisfactory in terms of their durability or maintenance. Our bi-weekly coordination meetings with the town staff will allow us to discuss project design issues and receive direction, which should expedite town review and revision processes. The cost estimate will be updated, and the design package will be presented to the select board and the public for review. The design development phase includes the following tasks:

- Geotechnical Investigations (if needed)
- Utility Coordination
- Refine Preliminary Design
    1. Cover Sheet
    2. General Notes
    3. Typical Sections & Pavement Notes
    4. Construction Details
    5. Construction Plan
    6. Curb Tie Plans
    7. Profiles
    8. Grading
    9. Drainage & Utilities
    10. Signage & Pavement Marking Plan
    11. Signal Timing & Phasing
    12. Quiet Zone Crossing Design
    13. Traffic Sign Summary
    14. Temporary Traffic Control Plans
    15. Landscape Planting Plan & Materials
    16. Streetscape Plans
    17. Streetscape Details
- Updated Cost Estimate
- Town Engineer Review & Plan Revisions
- Presentation to the Select Board & Public

State Street Rendering, Boston, MA

Final Plan Development (PS&E) Phase

The final phase of work involves revisions to the plans as necessary that respond to the comments from the town based on a review of 80% of the plans.

- Comment Resolution Meeting
- Final Design Package
    1. Cover Sheet
    2. General Notes
    3. Typical Sections & Pavement Notes
    4. Construction Details

5. Construction Plan
6. Curb Tie Plans
7. Profiles
8. Grading
9. Drainage & Utilities
10. Signage & Pavement Marking Plan
11. Traffic Sign Summary
12. Temporary Traffic Control Plans
13. Landscape Planting Plan & Materials
14. Streetscape Plans
15. Streetscape Details

- Town Engineer Review & Revisions

Ruggles Street under construction, Boston, MA

Bid Advertisement Support Services

GPI will support the bidding phase by reviewing the advertisement, attending the pre-bid meeting, responding to contractor inquiries during the bid preparation process, and analyzing the submitted bids.

1. Advertise
2. Pre-Bid Meeting
3. Contractor Questions
4. Bid Analysis

Trial Project Approach

GPI has also developed a trial project approach that would allow the town to move forward and implement shorter-term streetscape enhancements to increase bike accommodations while exploring funding alternatives through the state Transportation Improvement Program (TIP). Based on the available ROW and roadway cross sections, a temporary or trial approach to the project may be worth considering.

Under this approach, the following would be recommended:

Phase 1: Maintain all curb work and implement pavement marking changes only. This would be a variation of Option 1, using flexible median barriers to designate the three-foot buffer between parked vehicles and the designated bike lanes.

- This option would require modifications to the traffic signal operations to accommodate the reduced travel lanes and the addition of an eastbound left turn lane at Chapel Street. Still, it could realistically be implemented within approximately 6 -9 months.
- During this phase, drivers, pedestrians, and cyclists could adjust to the new cross-section, and the town could listen to public concerns before committing to the expense of a full reconstruction.
- During the trial period, GPI and the town could work with MassDOT to develop the project through the planning stages and program for TIP funding. This project's goals, providing increased pedestrian and bike access, creating a more vibrant downtown, addressing complete streets, etc., make it eligible for MassDOT/ TIP funding.
- While the construction timeline may be longer under this scenario, the temporary treatments would provide safer operations, and the TIP funding would save the town millions in construction costs.

Phase 2: Construction through the TIP process

- As part of this construction, modifications to the curblines, addressing the pedestrian crossings at the Chapel and Highland intersections, and potentially constructing a raised buffer area would be undertaken.

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Section 4
Example Projects

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EXAMPLE PROJECTS

The following pages detail our relevant experience:

- Boston, MA - Ruggles Street Reconstruction
- Boston, MA - State Street Reconstruction
- Dover, NH - Downtown Pedestrian and Vehicular Access Improvements
- Hadley, MA - Route 9 Reconstruction
- Plymouth, MA - North Central Plymouth Master Plan
- Various Locations - Wayfinding Project Experience

Ruggles Street Reconstruction

Boston, Massachusetts

In the heart of Boston's multi-cultural Roxbury neighborhood, Ruggles Street is a prominent neighborhood street that provides access to regional destinations, including the Southwest Corridor Linear Park, Northeastern University, and the MBTA's Ruggles Station, as well as significant neighborhood attractions, including a new community center, park, and high school. The neighborhood includes a range of housing serving seniors and families. Ruggles Street is part of an evolving neighborhood "Green Links" system that is intended to provide enhanced connections between city neighborhoods and Boston's legacy green spaces of the Emerald Necklace, Southwest Corridor, and the Charles River.

GPI worked with the City of Boston on the redesign of Ruggles Street between Tremont Street and Washington Street to provide traffic calming and enhanced pedestrian, bicyclist, and transit accommodations. For the majority of the project limits, Ruggles Street was a one-way street with on-street parking, while the cross-section varied greatly from block to block. The redesigned street incorporates traffic calming and multi-modal transportation improvements, new sidewalks with curb extensions, raised crosswalks (at some locations), raised intersections, bicycle accommodations (including a protected contra-flow bike lane), transit stop improvements, street trees, lighting, and public art.

The preferred alternative was developed in consultation with several city departments and the Madison Park Development Corporation through a robust stakeholder engagement process that included public workshops, a project page on the city's website, site walks, and several online surveys.

The project involved a comprehensive analysis of on-street and municipal parking (utilization and zip code analysis of parked cars) to understand who would be impacted by converting on-street parking spaces to pedestrian and bicyclist space. The project construction was completed in 2023.

SERVICES PROVIDED
Roadway Design, Traffic Engineering, Complete Street Design & Engineering, Transportation Planning, Survey

CLIENT: City of Boston Public Works Department

TIME PERIOD: 2017-2023

REFERENCE
Para Jayasinghe, PE
City Engineer
City Hall, Rm 710
Boston, MA 02201

617-635-4968
para.jayasinghe@boston.gov

State Street Redesign and Pilot Project

Boston, Massachusetts

State Street occupies a prominent location in the literal and figurative heart of Boston - connecting Faneuil Hall and the Financial District, Long Wharf and the Old State House, City Hall and the Greenway. The street is a destination for locals and visitors alike. State Street should be something of a cultural icon, given it is steeped in the history of the American Revolution and the founding of the nation.

Despite its illustrious history and significant location, the street itself is in need of redesign and repair, including improved bicycle and pedestrian accommodations. In its current configuration, State Street is a chaotic mix of undefined travel lanes, commercial loading areas, cab stands, tour bus parking areas, and sidewalks that are in poor condition and are often overwhelmed by heavy pedestrian volumes. The street geometry is irregular, with ambiguous areas that invite double parking that clogs traffic. Pedestrians often walk in the street because the sidewalks are too narrow to accommodate the high volumes of foot traffic the street sees. Additionally, there are no accommodations for bicycles, although bicyclists brave congested traffic since the street provides a critical link in the city's larger bicycle network.

GPI is working with the City of Boston to re-imagine State Street as a signature street that provides a "people first" design that is comfortable for all users. This work has involved an understanding of the role the street plays in the city's transportation network and its place in the social and cultural life of the downtown. The foundation of the process has involved a thorough examination of how the street works today - the existing conditions, multi-modal traffic patterns, safety concerns, origin and destinations, curbside activity, and operational conditions - in order to understand opportunities for change.

The project has employed a successful public outreach process including, on-street pop-up sessions, online surveys, visual presentations, and advisory group meetings. A pilot project was implemented in 2020, which includes a separated bicycle lane and a single travel lane for vehicles. A monitoring program is currently in place that considers safety and traffic operations resulting from the pilot. The design of a permanent solution is anticipated to start shortly based on metrics from the pilot project.

SERVICES PROVIDED
Roadway Design, Traffic Engineering, Complete Street Design & Engineering, Transportation Planning, Survey

CLIENT: City of Boston Public Works Department

TIME PERIOD: 2018-Present

REFERENCE
Para Jayasinghe, PE
City Engineer
City Hall, Rm 710
Boston, MA 02201

617-635-4968
para.jayasinghe@boston.gov

Clockwise from top left: A conceptual rendering, pop-up community engagement, the pilot program in action.

Downtown Pedestrian & Vehicular Access Improvements

Dover, New Hampshire

GPI is currently preparing the construction plans for a transformative project that would convert downtown streets from one-way to two-way traffic flow. Dover has been studying changing traffic flow on their downtown streets, including Main Street, Central Avenue, and Washington Street, since 2001 and has chosen to proceed with the conversion to two-way traffic flow. GPI's initial phase of design entailed analyzing traffic conditions and developing design alternatives for major intersections, including roundabouts, signals, and stop controlled intersections. GPI developed two overall conceptual plans for the downtown street system for public review and is now preparing 25% plans. In addition to improving safety and mobility for pedestrians, bicyclists, transit patrons, and motorists, two-way flow on the downtown streets will reallocate significant space from the roadway for improvements to pedestrian and public space amenities.

Two overall streetscape design themes were developed for the downtown streetscapes: the river ecology theme and the historic industrial theme. These themes provide choices for the landscape and paving materials and furnishings. Funding for the construction of the project will be phased and is anticipated to include a combination of local funding and state and federal grants. Overall, GPI is providing survey and ROW base plan development, traffic analysis, roadway design, landscape and hardscape design, lighting design, drainage and utility design, and cost estimation for over 8,000 linear feet of street space.

Clockwise from top: conceptual design of the project, street view of exisiting conditions, exisiting intersection, conceptual design of the project.

SERVICES PROVIDED
Peer Review, Transportation/Roadway Design, Traffic Engineering

CLIENT: City of Dover, NH

TIME PERIOD: 2022-Present

REFERENCE
Jillian Semprini
Assistant City Engineer
City of Dover
288 Central Ave
Dover, NH 03820

603-516-6450
j.semprini@dover.nh.gov

Route 9 Reconstruction

Hadley, Massachusetts

GPI provided engineering design services for the reconstruction and widening of approximately 2.25 miles of Route 9 (Russell Street) from its intersection with Route 47 (Middle Street) to its intersection with South Maple Street. Route 9 was identified as a critical route for multi-modal transportation improvements following the conclusion of a previous study that an additional crossing of the Connecticut River would result in environmental and social impacts that would outweigh its transportation benefit. The Connecticut River study proposed short- and medium-term recommendations along the Route 9 corridor, which included investing in intelligent transportation systems (ITS) equipment, transportation demand management (TDM) strategies, and migrating towards a hybrid bus rapid transit program. For the long-term, the study recommended widening Russell Street (Route 9) to a consistent four-lane cross section to eliminate bottlenecks and satisfy projected traffic volumes in the year 2025.

Roadway Design: The roadway design evaluated a three-versus four-lane cross-section for the corridor. A three-lane configuration was recommended after taking into account traffic projections and safety considerations associated with numerous commercial and residential driveways along the corridor.

Transit: The project included a comprehensive evaluation to improve transit travel times and ridership along the corridor (transit mobility alternatives study). The study recommended a Rapid Bus (or BRT 'lite') approach that incorporates wider stop spacing, transit signal priority (TSP), improved bus stop amenities, route reconfiguration, and branded buses and stops.

Pedestrian and Bicycle Amenities: The roadway design provided shared-use paths, bicycle lanes, sidewalks, and safe pedestrian crossings, particularly around transit stops all along the corridor. Improved connections to the Norwottock Rail Trail at Middle Street, at the NRT undercrossing of Route 9, and along South Maple Street were also incorporated into the design.

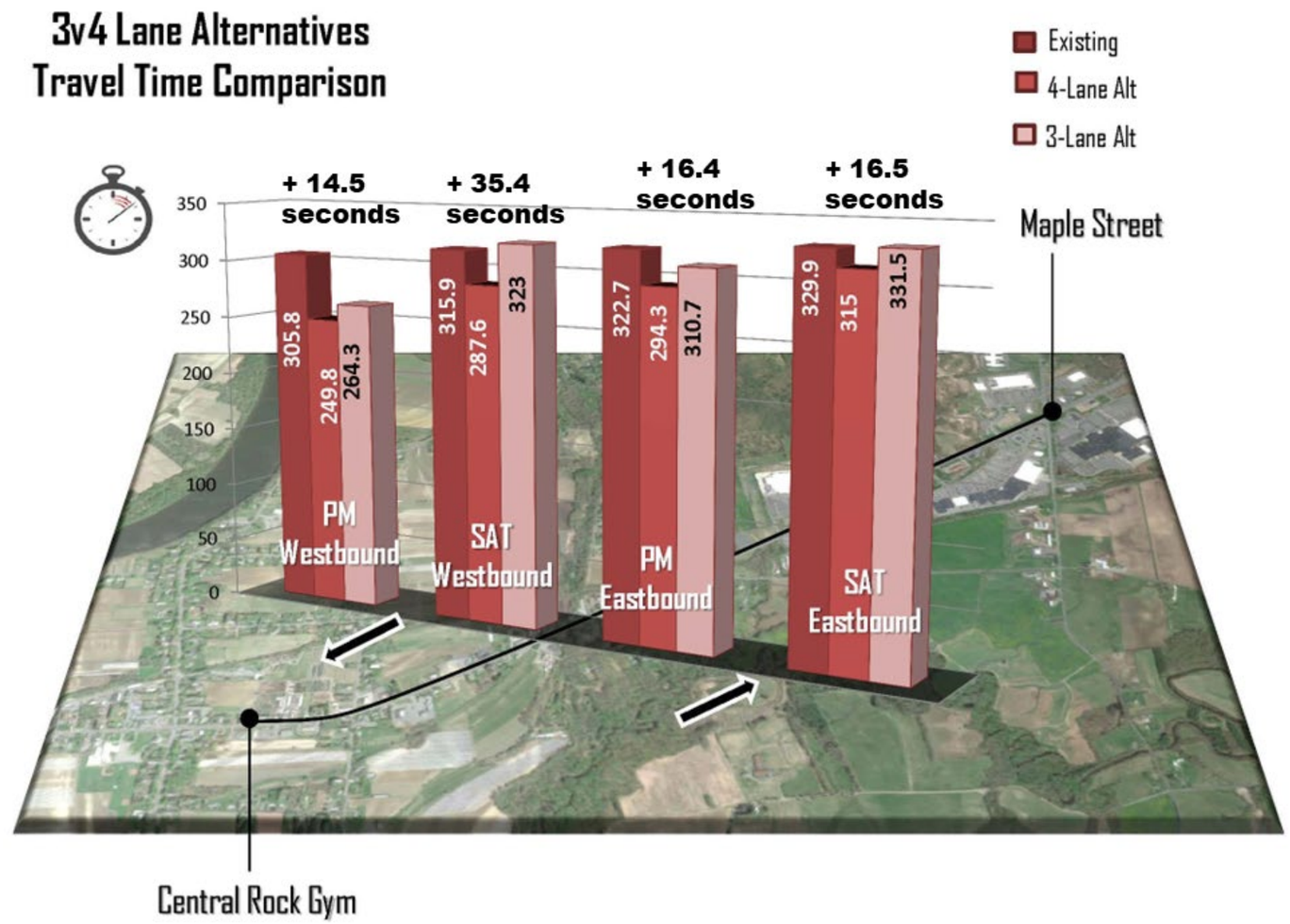
SERVICES PROVIDED
Survey, Traffic Engineering, Highway Design, Complete Street Design, Transit Planning

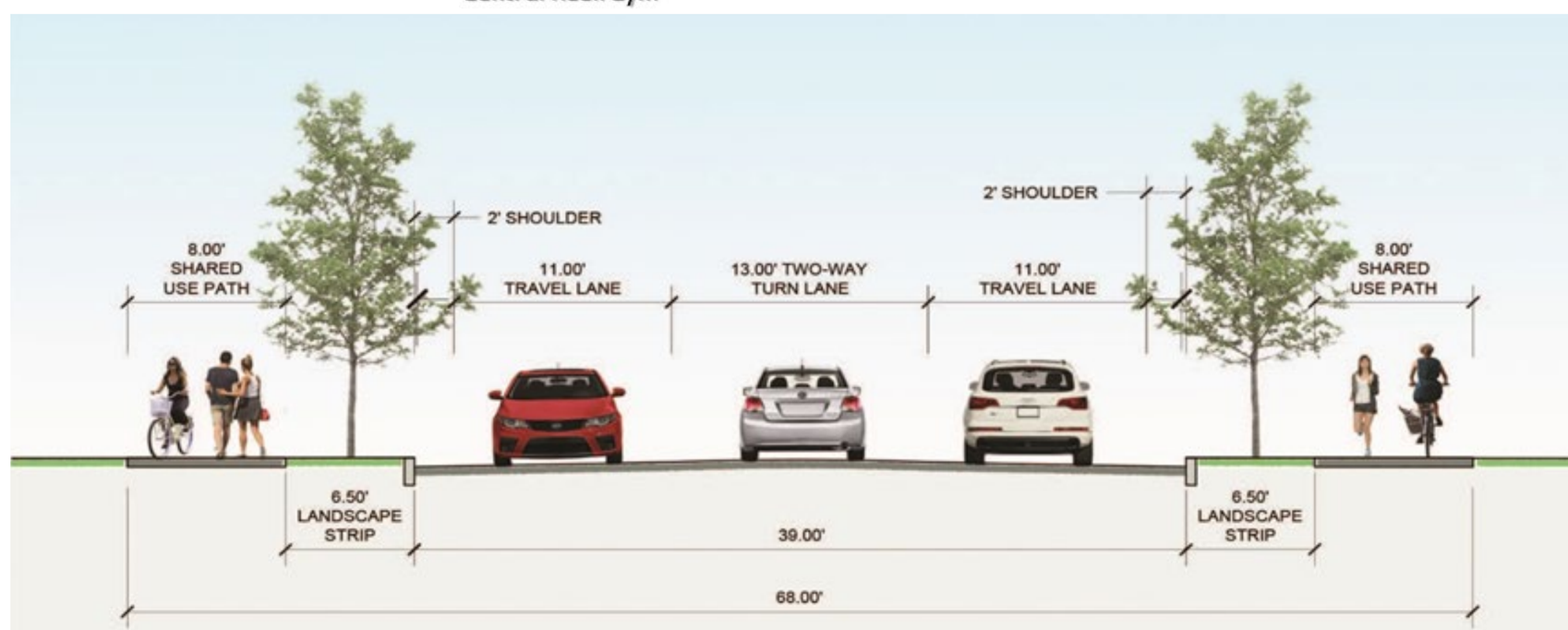
CLIENT: Massachusetts Department of Transportation

TIME PERIOD: 2014-2022

REFERENCE
Michael Bastoni
Contract Manager
Massachusetts Department of Transportation
10 Park Plaza
Boston, MA 02116

Office: 857-368-8789
Email: michael.bastoni@state.ma.us





North Central Plymouth Master Plan

Plymouth, Massachusetts

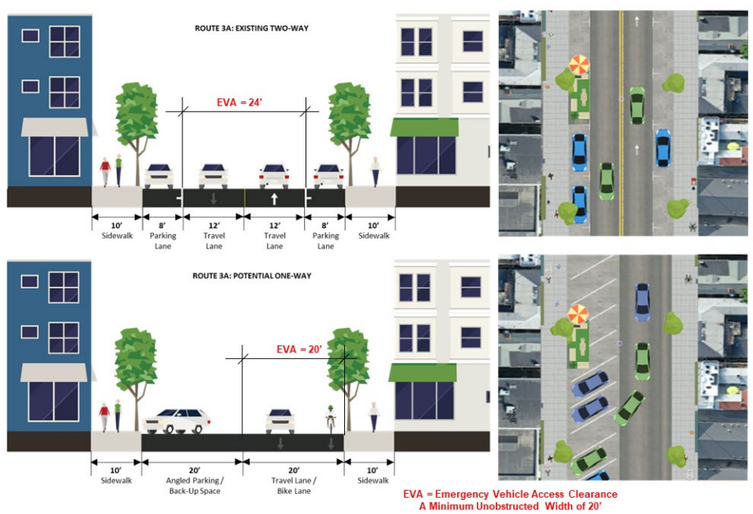
GPI is working with the town engineering department to undertake a public input process to identify critical areas of concern in the North Plymouth area. This project focuses on identifying critical traffic areas, locations of poor bike and pedestrian access, on-street parking issues, and overall roadway circulation. This study will identify key locations to implement change and identify appropriate recommendations to address future concerns or issues in the area.

The North Central area of Plymouth is generally bounded by Obery Street, the waterfront, the Kingston town limit, and Route 3, and includes the historic center of Plymouth and the surrounding neighborhoods. The central area of Plymouth is an attractive tourism destination associated with interests such as the Mayflower's landing and Plymouth's downtown, schools, local businesses and industries, and neighborhood centers. Several general circulation issues have been identified including vehicle network, pedestrian and bicyclist network, and transit. There is a desire to consider changes in traffic flow in larger neighborhoods based on the following concerns: a lack of sidewalks, crosswalks, pedestrian safety, on-street parking, and traffic flow on narrow roadways, traffic flow impacting potential one-way streets, emergency response time and emergency vehicles' ability to navigate narrow streets, speeding, and traffic calming.

To address these concerns, GPI has created a Story Map and an online survey and held stakeholder meetings and public workshops. GPI has also completed an existing conditions analysis to provide context for considerations for alternative circulation based on land use, crash analysis, and transportation network characteristics, as well as site reconnaissance to determine the current conditions and a traffic analysis. GPI is also developing conceptual recommendations, including a connectivity map, conceptual plans and alternatives for specific streets, and recommendations or considerations for other streets beyond the 10 focus areas, and conducting a circulation study for North Central Plymouth.

Clockwise from top left: Aerial view of existing conditions, view of existing street conditions, traffic calming design, traffic flow analysis, view of existing pedestrian walkway.

Route 3A Existing Two-Way vs. Potential One-Way Typical Cross Section and Plan



SERVICES PROVIDED
Transportation Planning, Traffic Engineering, Complete Streets Design Concepts, Public Outreach

CLIENT: Town of Plymouth

TIME PERIOD: 2023-Present

REFERENCE
James Downey
Acting Town Engineer
Town of Plymouth
26 Court Street
Plymouth, MA 02630

Office: 508-747-1620 x10199
Email: jdowney@plymouth-ma.gov

Wayfinding Project Experience

Various Clients, New England Branch

Two examples of GPI's experience with wayfinding projects from New Hampshire and Massachusetts.

Downtown Wayfinding Signage Plan, Nashua, NH; 2016-2017.
GPI developed updated wayfinding signage to guide visitors to the downtown area. The project involved a detailed inventory and assessment of the existing wayfinding signage, as well as a review of past, current, and potential future traffic patterns and routes into the downtown area. GPI utilized GIS mapping and collector tools to inventory the existing signage, highlight desired landmarks and resources, and illustrate proposed locations and types of new wayfinding signs. The project involved close coordination with city officials as well as the downtown business community and the non-profit Great American Downtown.

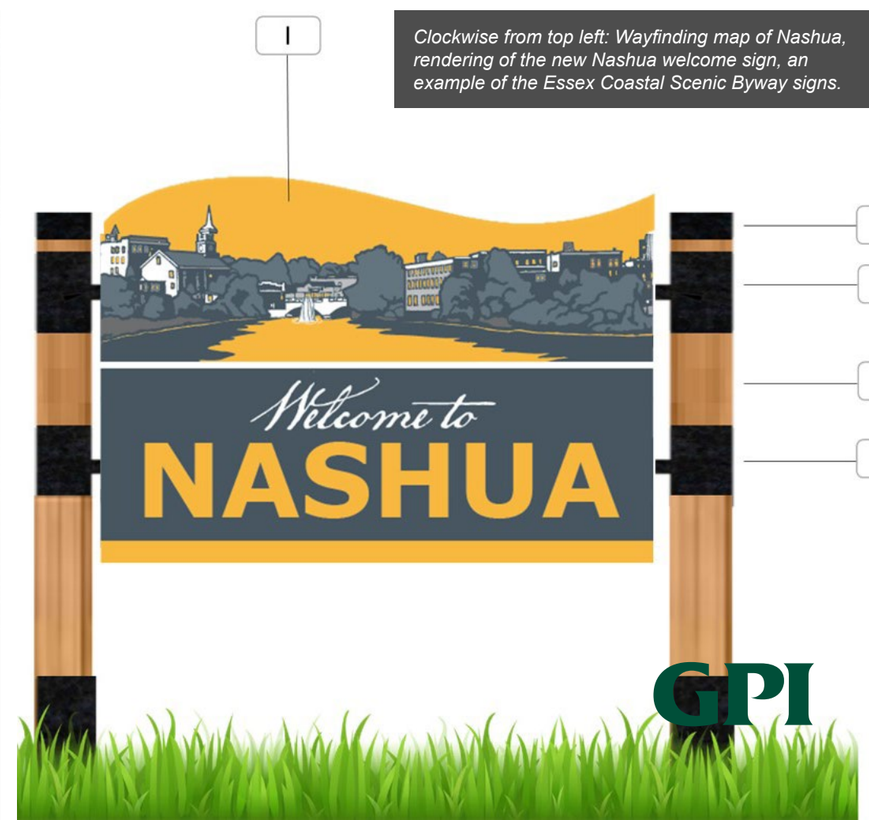
GPI teamed with Courage Creative to develop the logo and associated brand of the wayfinding signs, pedestrian kiosks, and building and street banners. The goal of the project was to develop a wayfinding sign package that guides visitors from adjacent highways to local amenities and parking locations and then transitions to a pedestrian scale system of signs, kiosks, etc., to promote the culture and resources of the downtown area. GPI also developed construction plans and specifications for the manufacturing of the sign panels and structures, and assisted with installation and final acceptance.

Client: City of Nashua, Dianne Thibodeau, 603-589-3169, thibodeaud@nashuanh.gov

Development of Essex Coastal Scenic Byway Wayfinding Signage Plan, Essex County, MA; 2014-2017.
GPI completed the planning, design, fabrication and installation of more than 200 wayfinding signs for the Essex National Heritage Commission. The project involved the assessment along over 90 miles of the Essex County Scenic Byway through 14 communities in eastern Essex County in Massachusetts to identify critical locations for appropriate signage. Signage ranged from large scale signs directing users from major interstates to local directional signs along the byway.

The project was more than a simple sign replacement project. The graphics of the signs were carefully crafted by Courage Creative in conjunction with the development of additional promotional materials to ensure consistency not only throughout the signs on the corridor, but more importantly, for all materials and attractions associated with the Scenic Byway.

Client: Essex National Heritage Commission, Kate Day, kated@essexheritage.org, 978-740-0444



Clockwise from top left: Wayfinding map of Nashua, rendering of the new Nashua welcome sign, an example of the Essex Coastal Scenic Byway signs.

GPI

Greenman-Pedersen, Inc.
181 Ballardvale Street
Suite 202
Wilmington, MA 01887
978-570-2999

www.gpinet.com

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

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

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will discuss proposed changes to the Annual Town Meeting Warrant.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board vote to amend the 2024 Annual Town Meeting Warrant	
3.	**BACK UP INFORMATION ATTACHED**
a. Draft Annual Town Meeting Warrant dated 3/8/2024 b. Redline Edits to Article 40, Recommended by Technology Advisory Board	

TOWN OF NEEDHAM

2024 ANNUAL TOWN MEETING WARRANT

ELECTION: TUESDAY, APRIL 9, 2024

BUSINESS MEETING: MONDAY, MAY 6, 2024

7:30 P.M.

JAMES HUGH POWERS HALL

NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 3/8/24

Draft 3/8/24

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

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 9, 2024
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

Precinct A	-	Center at the Heights, 300 Hillside Avenue
Precinct B	-	Center at the Heights, 300 Hillside Avenue
Precinct C	-	Newman School, 1155 Central Avenue, Gym
Precinct D	-	Newman School, 1155 Central Avenue, Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Avenue, Powers Hall
Precinct J	-	Town Hall, 1471 Highland Avenue, Powers Hall

on TUESDAY, THE NINTH DAY OF APRIL 2024

from seven o'clock in the forenoon, until 8:00 o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: **ANNUAL TOWN ELECTION**

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years**;**
One Town Clerk for One Year;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for One Year;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;

Draft 3/8/24

Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in Powers Hall on Monday May 6, 2024 at 7:30 o'clock in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting
Monday, May 6, 2024 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCES ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2024, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$129,130
Select Board, Chair	$1,800
Select Board, Others	$1,500

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

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The annual stipends for the members of the Select Board have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

Draft 3/8/24

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

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

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

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

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

FINANCE ARTICLES

ARTICLE 6: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received $12,561 in FY2023.

ARTICLE 7 APPROPRIATE FOR FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Draft 3/8/24

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE 8: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to $5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 9: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $80,000 for the purpose of funding professional consulting services for the Planning and Community Development Department, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: These funds would provide support to the Planning and Community Development Department, enabling the Director to engage professional services from time to time to support regulatory functions of the Planning and Community Development Department, which oversees permit granting for the Planning Board, the Zoning Board of Appeals, and the Conservation Commission; and land use and Town planning initiatives of the Planning Department.

Draft 3/8/24

ARTICLE 10: **APPROPRIATE FOR SCIENTIFIC EXPERTS & CONSULTANTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding professional consulting services and scientific experts for the Health and Human Services Department, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: These funds would establish a source of funding that allows the Board of Health to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise.

ARTICLE 11: **APPROPRIATE FOR FIRE ALARM WIRE REMOVAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of $201,885 for the purpose of funding the removal of townwide fire alarm wiring, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $99,145 be transferred from Free Cash and that $102,740 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: These funds would allow for the removal of all fire alarm wiring on circuits throughout Town. The wiring is no longer in use and must be removed whenever a pole is relocated or replaced.

ARTICLE 12: **APPROPRIATE FOR INFORMATION TECHNOLOGY CONSOLIDATION**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 37M, to consolidate information technology services of the School Committee and the Town under the direction of the School Committee, and to raise and/or transfer and appropriate the sum of $934,055 to support information technology consolidation, to be spent under the direction of the School Committee, and to meet this appropriation that $248,000 be raised from the Tax Levy and $686,055 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board and School Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Draft 3/8/24

ARTICLE 13: APPROPRIATE THE FY2025 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $X, from Overlay Surplus in the amount of $X, from amounts Reserved for Debt Exclusion Offsets in the amount of $X, and $X to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item #9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE 14: APPROPRIATE THE FY2025 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise
FY2025

Line #	Description	FY2023 Expended	FTE	FY2024 Current Budget	FTE	FY2025 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$1,003,177	11.0	$1,144,544	11.0	$1,194,443	11.0	
201B	Expenses	$580,617		$823,367		$866,539		
201C	Capital Outlay	$49,950		$65,000		$96,000		
201D	MWRA Assessment	$6,760,857		$7,084,841		$7,084,841		
201E	Debt Service	$606,350		$610,000		$670,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
TOTAL		**$9,000,951**	**11.0**	**$9,762,752**	**11.0**	**$9,946,823**	**11.0**	
FY2025 Budget Percentage Change from FY2024 Budget							1.9%	

and to meet this appropriation that $8,351,268 be raised from Sewer Enterprise Fund receipts, $745,804 be transferred from Sewer Enterprise Fund Retained Earnings, and $849,751 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

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

Article Information:

Budget Line	FY2025 Sewer Operations	FY2025 Drains Program	FY2025 Recommended Budget	FY2024 Sewer Operations	FY2024 Drains Program	FY2024 Sewer Budget
Salary & Wages	$750,267	$444,176	$1,194,443	$718,174	$426,370	$1,144,544
Expenses	$460,964	$405,575	$866,539	$439,379	$383,988	$823,367
Capital Outlay	$96,000		$96,000	$65,000		$65,000
MWRA Assessment	$7,084,841		$7,084,841	$7,084,841		$7,084,841
Debt Service	$670,000		$670,000	$610,000		$610,000
Reserve Fund	$35,000		$35,000	$35,000		$35,000
Total	$9,097,072	$849,751	$9,946,823	$8,952,394	$810,358	$9,762,752
	FY2025 Sewer Operations $ Change	FY2025 Drains Operations $ Change	FY2025 Sewer Enterprise $ Change	FY2025 Sewer Operations % Change	FY2025 Drains Operations % Change	FY2025 Sewer Enterprise % Change
Salary & Wages	$32,093	$17,806	$49,899	4.5%	4.2%	4.4%
Expenses	$21,585	$21,587	$43,172	4.9%	5.6%	5.2%
Capital Outlay	$31,000		$31,000	47.7%		47.7%
MWRA Assessment						
Debt Service	$60,000		$60,000	9.8%		9.8%
Reserve Fund						
Total	$144,678	$39,393	$184,071	1.6%	4.9%	1.9%

ARTICLE 15: APPROPRIATE THE FY2025 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2025, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2025

Line #	Description	FY2023 Expended	FTE	FY2024 Current Budget	FTE	FY2025 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,141,589	17.0	$1,598,687	17.0	$1,632,768	17.0	
301B	Expenses	$1,355,152		$1,564,469		$1,689,997		
301C	Capital Outlay	$0		$53,605		$57,100		
301D	MWRA Assessment	$1,464,186		$1,887,130		$1,887,130		
301E	Debt Service	$1,244,475		$1,250,000		$1,460,000		
302	Reserve Fund	Transfers Onlt		$75,000		$75,000		
TOTAL		**$5,205,401**	**17.0**	**$6,428,891**	**17.0**	**$6,801,995**	**17.0**	
FY2025 Budget Percentage Change from FY2024 Budget							5.8%	

and to meet this appropriation that $6,075,000 be raised from Water Enterprise Fund receipts, and that $726,995 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information:

ARTICLE 16: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2025 beginning on July 1, 2024 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2024 Spending Limit	FY2025 Spending Limit
Public Facility Use	Public Works Department	$250,000	$250,000
Tree Replacement	Public Works Department	$25,000	$25,000
School Transportation	School Committee	$819,000	$819,000
Home Composting	Public Works Department	$3,000	$3,000
Water Conservation	Public Works Department	$10,000	$10,000
Immunization Program	Health and Human Services Department	$125,000	$125,000
Traveling Meals	Health and Human Services Department	$100,000	$100,000
Needham Transportation Program	Health and Human Services Department	$10,000	$10,000
Aging Services Programs	Health and Human Services Department	$75,000	$75,000
Youth Services Programs	Health and Human Services Department	$5,000	$5,000
Memorial Park Activities	Memorial Park Trustees	$4,100	$4,100

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Draft 3/8/24

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with M.G.L Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting. There are no proposed changes to current annual spending limits.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for FY2025 is $903,527.79. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards infrastructure projects, such as intersection improvements, roadway reconstruction of Marked Tree Road, sidewalk improvements, and the design and construction of the downtown infrastructure improvement project.

ZONING/LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – AFFORDABLE HOUSING DISTRICT

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

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

   "AHD – Affordable Housing District"

2. In Section 3, Use Regulations, by inserting a new Subsection 3.16, Affordable Housing District, to read as follows:

   "3.16 Affordable Housing District

   3.16.1 Purpose of District

Draft 3/8/24

The purpose of the Affordable Housing District (hereinafter referred to as AHD) is to promote the health, safety, and general welfare of the community by encouraging the establishment of affordable housing units, while minimizing potential adverse impacts upon nearby residential and other properties.

3.16.2 Scope of Authority

The regulations of the Affordable Housing District shall govern all new construction, reconstruction, or expansion of new or existing buildings, and new or expanded uses. Provisions of Section 3.16 shall supersede those of Section 3.2 (Schedule of Use Regulations), Section 4.1.5 (Minimum Required Lot Width), Sections 4.2 through 4.11 (Dimensional Regulations) and Section 5.1.2 (Required Parking), except as otherwise specifically provided herein. The Planning Board shall be the permitting authority for any multi-family housing development in the AHD.

3.16.3 Definitions

For the purposes of this section and the Needham Zoning By-Law, the following words and phrases shall have the following meanings:

a. AHD Project – a multi-family housing development of affordable housing units, as defined in Section 1.3 of this By-Law.

b. Multi-family housing- a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

c. Site Plan Review – the Site Plan Review process as provided in Section 7.4 that an applicant must obtain for any AHD project.

3.16.4 Allowed Uses

The following uses may be constructed, maintained, and operated by right:

a. AHD Projects, after completion of Site Plan Review as provided in Section 7.4.

b. Accessory buildings and uses to the use allowed by right.

3.16.5 Multiple Buildings in the Affordable Housing District

More than one building may be located on a lot in the AHD as a matter of right, provided that each building and its uses complies with the requirements of Section 3.16 of this By-Law.

3.16.6 Dimensional Regulations for AHD Projects in the Affordable Housing District

a. Minimum Lot Area (Sq. Ft.): 20,000 SF

b. Minimum Lot Frontage (Ft.): 150 FT

c. Minimum Front Setback[1] (Ft.): 40 FT

[1] The front setback shall be a landscaped, vegetative buffer area, except that driveway openings, sidewalks, walkways and screened mechanical equipment may be located in the buffer area. Additionally, parking areas may be located in

Draft 3/8/24

d. Minimum Side Setback[2] (Ft.): 25 FT

e. Minimum Rear Setback[3] (Ft.): 25 FT

f. Maximum Floor Area Ratio: .5

g. Maximum Dwelling Units Per Acre: 25

h. Maximum Lot Coverage: 20%

i. Maximum Height[4]: 58 FT

j. Maximum Number of Stories: 4

3.16.7 Parking Requirements

a. Notwithstanding anything in the By-Law to the contrary, for AHD Projects in the Affordable Housing District, the off-street parking requirement shall be .5 parking spaces per dwelling unit.

b. For AHD Projects in the Affordable Housing District, the requirements of By-Law Section 5.1.3, Parking Plan and Design Requirements, shall apply.

3.16.8 Site Plan Review

a. Site plan review under Section 7.4 of the By-Law shall be completed by the Planning Board for any AHD Project prior to the filing of an application for a building permit.

b. For AHD Projects the site plan review filing requirements shall be those set forth in the By-Law for Major Projects as defined in Section 7.4.2.

c. The procedure for the conduct of site plan review for an AHD project shall be as set forth in Section 7.4.4 of the By-Law.

d. In conducting site plan review of an AHD project, the Planning Board shall consider the review criteria set forth in Section 7.4.6 of the By-Law.

Draft 3/8/24

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the buffer area, but must be set back at least 10 feet from the front lot line, which setback shall provide a landscaped buffer.

[2] Parking areas must be set back at least 5 feet from a side lot line.

[3] Parking areas must be set back at least 5 feet from a rear lot line.

[4] Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilation or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all such structures, except roof-mounted solar energy systems, on the building does not exceed 25 percent, and all such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

3. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MAJOR PROJECT, to read as follows:

   "In the Affordable Housing District, a MAJOR PROJECT shall be defined as any construction project which involves the construction of 10,000 or more square feet of gross floor area; or increase in gross floor area by 5,000 or more square feet; or any project which results in the creation of 25 or more off-street parking spaces; or any project that results in any new curb- or driveway-cut."

4. In Section 7.4 Site Plan Review, Subsection 7.4.2 Definitions, by adding a new paragraph after the paragraph defining MINOR PROJECT, to read as follows:

   "In the Affordable Housing District, a MINOR PROJECT shall be defined as any construction project which involves the construction of more than 5,000 but less than 10,000 square feet gross floor area; or an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet – and the project cannot be defined as a MAJOR PROJECT.";

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE FOR AFFORDABLE HOUSING DISTRICT

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

Place in the Affordable Housing District all that land now zoned Single Residence B and General Residence lying east of Linden Street, comprising parcels 23 and 24, on Assessors Map No. 133, parcel 41 on Assessors Map No. 134, and parcel 13 on Assessors Plan No. 45. Said land is bounded and described as follows:

Beginning at a concrete bound at the northwesterly corner of the property, on the easterly side of Linden Street; Thence, S 83° 26' 20" E for a distance of 107.02 feet to an iron rod; Thence, S 82° 15' 50" E for a distance of 87.89 feet to a concrete bound; Thence, S 08° 56' 11" W for a distance of 328.80 feet to a point; Thence, S 42° 44' 39" E for a distance of 159.58 feet to a point; Thence, S 23° 11' 00" W for a distance of 275.88 feet to a point; Thence, S 14° 57' 44" W for a distance of 199.48 feet to a point; Thence, S 86° 04' 45" E for a distance of 59.86 feet to a point; Thence, S 88° 37' 00" E for a distance of 37.49 feet to a point; Thence, S 86° 19' 44" E for a distance of 140.96 feet to a point; Thence, S 86° 19' 44" E for a distance of 26.25 feet to a point; Thence, along a curve turning to the right, having a radius of 2817.93 feet, a distance of 716.25 feet to a point; Thence, S 37° 38' 40" W for a distance of 530.86 feet to a point; Thence, N 52° 24' 02" W for a distance of 175.47 feet to a point; Thence, N 74° 08' 46" W for a distance of 39.96 feet to a point; Thence, N 21° 18' 16" E for a distance of 70.00 feet to a point; Thence, N 72° 56' 42" E for a distance of 165.00 feet to a point; Thence, N 59° 35' 49" E for a distance of 116.66 feet to a point; Thence, N 40° 49' 41" E for a distance of 118.66 feet to a point; Thence, N 21° 56' 08" E for a distance of 118.67 feet to a point; Thence, N 02° 41' 11" E for a distance of 122.65 feet to a point; Thence, N 09° 25' 32" W for a distance of 271.23 feet to a point; Thence, N 43° 37' 54" E for a distance of 103.44 feet to a point; Thence, N 20° 01' 11" E for a distance of 112.07 feet to a point; Thence, N 86° 04' 45" W for a distance of

Draft 3/8/24

22.72 feet to a point; Thence, N 78° 30' 10" W for a distance of 108.86 feet to a point; Thence, N 10° 27' 40" E for a distance of 823.79 feet to a point; Thence N 08° 57' 40" E a distance of 71.55 feet to the point of beginning.

Said parcel contains four hundred seventy-nine thousand two hundred fifty-four square feet more or less (479,254 S.F.); or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 20: AMEND ZONING BY-LAW – SOLAR ENERGY SYSTEMS

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

1. In Section 1.3 Definitions, by adding the following terms and definitions in the appropriate alphabetical location as follows:

   "Solar Energy System - a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage, and distribution of solar energy for space heating or cooling, electricity generation, or water heating. Solar Energy Systems include the following system types:

   1. A Solar Energy System, Active: A solar energy system whose primary purpose is to harvest solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Active Solar Energy Systems include, but are not limited to, the following installation types:

      a) Solar Energy System, Building-mounted: An Active Solar Energy System that is structurally mounted to a building or structure.

      b) Solar Energy System, Roof-mounted: A special application of a Building-mounted Solar Energy System that is structurally mounted to the roof of a building or structure.

      c) Solar Energy System, Building-mounted Canopy: A special application of a Building-mounted Solar Energy System that is installed on top of a building with a flat roof that maintains the function of the area beneath the canopy.

      d) Solar Energy System, Ground-mounted: An Active Solar Energy System that is structurally mounted to the ground.

      e) Solar Energy System, Small-Scale Ground-mounted: A Ground-mounted Solar Energy System that occupies 1,500 square feet of surface area or less.

      f) Solar Energy System, Medium-Scale Ground-mounted: A Ground-mounted Solar Energy System that occupies more than 1,500 square feet, but less than 40,000 square feet of surface area.

Draft 3/8/24

g) Solar Parking Canopy: A special application of a Ground-mounted Solar Energy System that is installed on top of a parking surface or paved surface that maintains the function of the area beneath the canopy.

h) Solar Energy System, Building-integrated Photovoltaic (BIPV): An Active Solar Energy System that consists of integrating solar photovoltaic (PV) modules into the surface of a building or structure, where the solar panels themselves function as, or are integrated into, a building material (i.e., roof shingles, siding, windows, skylights) or structural element (i.e., façade). The generation of solar energy is secondary to the function of the building material or structural element.

i) Solar Energy System, Surface-integrated: An Active Solar Energy System that is not building-mounted and is integrated into a ground level surface, such as a driveway, walkway, patio surface, path, or parking area, where the solar panels themselves function as, or are integrated into, the surface material. The generation of solar energy is secondary to the function of the surface element.

2. Solar Energy System, Passive: A Solar Energy System that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger."

2. Amend Section 6, Special Regulations, by adding a new Subsection 6.13 Accessory Uses – Solar Energy Systems, to read as follows:

"6.13 Accessory Uses – Solar Energy Systems

6.13.1 Basic Requirements

a) Roof-mounted Solar Energy Systems shall be permitted in all use districts as-of-right. The installation of Roof-mounted Solar Energy Systems that: (i) comply with the regulations provided in this section; (ii) are located on properties with nonconforming uses or structures; and (iii) do not increase the nonconformity of such nonconforming uses or structures except with respect to the dimensions of the Roof-mounted Solar Energy System in question shall not be considered a change, extension or alteration that requires a finding by the Zoning Board of Appeals per M.G.L. c.40A s.6.

b) In residential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right at the District-level setback as defined in Section 6.13.2.c)4). Small-scale Ground-mounted Solar Energy Systems may be permitted in the front yard by a Special Permit from the Board of Appeals at the applicable District-level setback as defined in Section 6.13.2.c)4). Screening or landscaping of such systems from view from abutting lots or from a street, by plantings, walls, fences or other devices shall be provided. Solar Parking Canopies shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems shall be permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board.

c) In nonresidential districts: Small-scale Ground-mounted Solar Energy Systems shall be permitted in rear and side yards as-of-right. Medium-scale Ground-mounted Solar Energy Systems and Solar Parking Canopies are permitted in the rear and side yards as-of-right subject to site plan review by the Planning Board. The same regulations shall apply in residential districts for uses allowed by operation of M.G.L. c.40A s.3, or other state and federal statutes.

Draft 3/8/24

d) In the New England Business Center (NEBC) District, Mixed Use-128 (MU-128) District and in the portion of the Highland Commercial-128 (HC-128) District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue: Solar Energy Building-mounted Canopy Systems are permitted as-of-right subject to site plan review by the Planning Board. In the Business (B), Chestnut Street Business (CSB), Center Business (CB), Avery Square Business ASB), Hillside Avenue Business (HAB), Neighborhood Business (NB), Elder Services (ES), Industrial (I), Industrial-1 (IND-1), Highway Commercial 1 (HC-1), and Institutional (I) districts Solar Energy Building-mounted Canopy Systems are permitted by special permit subject to site plan review by the Planning Board.

e) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be permitted as of right as part of any use or site otherwise allowed in any zoning district.

6.13.2 Dimensional Requirement

a) <u>Maximum Percentage (%) Lot Coverage</u>

1) For the purpose of regulating lot coverage, the area of Active Solar Energy Systems shall count toward the Maximum Percentage (%) Lot Coverage as defined and regulated in the Dimensional Regulations provided in Section 4 of the Needham Zoning By-Laws.

2) An Active Solar Energy System's contribution toward Maximum Percentage (%) Lot Coverage shall be calculated as the total area of the system's panels. For example, if a system includes ten (10) panels that are each three (3) feet by five (5) feet, the system's contribution to Maximum Percentage (%) Lot Coverage would equal 150 square feet.

3) Such part of a Building-mounted Solar Energy System or Solar Parking Canopy that extends beyond the impervious area over which it is placed shall count toward Maximum Percentage (%) Lot Coverage.

4) For Ground–mounted Solar Energy Systems, the total surface area of the Solar Energy System shall count toward Maximum Percentage (%) Lot Coverage.

5) To avoid double counting, the surface area of any Active Solar Energy System that is above an existing impervious surface shall <u>not</u> be included in the calculation of Maximum Percentage (%) Lot Coverage (i.e. the addition of a Roof-mounted Solar Energy System shall <u>not</u> increase the calculated Maximum Percentage Lot Coverage on a lot because it will be located within a surface area - the building's footprint - that is already counted).

b) <u>Height</u>

1) Building-mounted Solar Energy Systems:

Draft 3/8/24

System Type	Roof Pitch	Siting	Maximum Height
Roof mounted Solar Energy System	Pitch is greater than or equal to 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to one (1) foot above the roof surface on which the system is installed beyond applicable building height limits. Systems shall be surface-mounted and installed parallel to the roof surface.
Roof-mounted Solar Energy System	Pitch is less than 3.2:12 (a fifteen (15) degree angle)	All districts	Roof-mounted Solar Energy Systems may extend up to three (3) feet above the roof surface on which the system is installed beyond applicable building height limits. If the surface on which the system is to be mounted is below maximum building height, the Roof-mounted Solar Energy System may extend up to six (6) feet above the roof surface on which the system is installed, provided it does not exceed building height limits by more than three (3) feet; and provided further that any Roof-mounted Solar Energy System that extends more than three (3) feet above the roof surface on which the system is installed must be installed at least three (3) feet from the roof's edge.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	NEBC, MU-128 & HC-128 districts Municipal buildings in all districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed beyond applicable building height limits.
Building-mounted Canopy Solar Energy System	Flat Roof with predominately zero pitch	B, CSB, CB, ASB, HAB, NB, ES, IND, IND-1, HC-1 &I districts	May extend up to fifteen (15) feet above the roof surface on which the system is installed up to the applicable building height limit of the district.

Draft 3/8/24

Other Building-mounted Solar Energy System (e.g., awnings)	Not Applicable	All districts	No greater than the highest point of the roof.

2) Ground-mounted Solar Energy Systems:

System Type	Siting	Maximum Height
Small-Scale Ground-mounted Solar Energy System	SRB & GR districts All other districts	Eight (8) vertical feet from grade. Ten (10) vertical feet from grade.
Medium-Scale Ground-mounted Solar Energy System	SRB & GR districts All other districts	Eight (8) vertical feet from grade. Ten (10) vertical feet from grade.
Solar Parking Canopy	All districts	Seventeen (17) vertical feet from grade.

c) <u>Setbacks</u>

1) Ground-mounted Solar Energy Systems that move along an axis, unfold, or open shall be located so that the entirety of the equipment's reach at all angles falls within the setback requirements.

2) Solar Parking Canopies in residential districts shall meet setback requirements for Accessory Structures.

3) Solar Parking Canopies and Surface-integrated Solar Energy Systems in non-residential zones shall be allowed where parking is permitted in accordance with the requirements defined in Section 5.1.3, Parking Plan and Design Requirements. The requirements for the planting of trees in landscaped strips within the parking area as defined in Section 5.1.3, Paragraphs (k) Landscape Areas and Paragraph (l) Trees may be met elsewhere on the lot. Landscaping for parking lots located under a canopy shall be designed to manage runoff from the panels and to be shade tolerant.

4) All other Ground-mounted Solar Energy Systems shall meet the requirements for Setbacks of principal structures as defined in Section 1.3 and Section 4.2 of the Needham Zoning By-Laws, as regulated for each use district in Section 4 ("District-level setback") provided, however, that a Small-Scale Ground-mounted Energy System in the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts located in a side or rear yard may instead meet the setback requirements applicable to accessory structures under

Draft 3/8/24

Section 4.2.9. A Small-Scale Ground mounted Solar Energy System constructed nearer to any lot line than the Setback applicable to a principal structure pursuant to the forgoing provision shall require screening or landscaping of such systems from view from abutting lots and/or from a street, by plantings, walls, fences or other devices with said screening having a minimum height of six feet.

5) Any extension of a Building-Mounted Solar Energy System shall comply with the setback requirements for that building.

6.13.3 Supplemental Regulations

a) BIPV Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to the material or structural element into which the system is integrated or functions as. For example, solar roofing would be subject to regulations for roofing; solar pavement would be subject to regulations for pavement.

b) The impervious portion of Ground-mounted Solar Energy Systems and Surface-integrated Solar Energy Systems shall be subject to any requirements in the Needham Zoning By-Laws that relate to paving, including impervious lot coverage requirements within the Aquifer Protection District. The systems shall also comply with regulations identified in the Town of Needham's Stormwater By-Law, Article 7 of the General By-Laws.

6.13.4 Site Plan Review

a) Site Plan Review: Medium-scale Ground-mounted Solar Energy Systems in all districts, Solar Parking Canopies in non-residential districts, and Solar Energy Building-mounted Canopy Systems in the New England Business Center, Mixed Use 128, and Highland Commercial-128 districts, are subject to site plan review by the Planning Board prior to construction, installation or modification as provided in this section and in accordance with Section 7.4 Site Plan Review. In reviewing a Special Permit application under Section 6.13.1 b) the Board of Appeals shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c). In reviewing a Special Permit application under Section 6.13.1 d) the Planning Board shall also apply the Site Plan Review Document Requirements of Section 6.13.4 b) and the Site Plan Review Design Standards of Section 6.13.3 c).

b) Site Plan Review Document Requirements: The project proponent shall provide a Final Site Plan to the Planning Board in compliance with Section 7.4 Site Plan Review, Subsection 7.4.4.Procedure. In addition, applicants shall submit the following:

1) Name, address, and contact information for proposed system installer.

2) Name, address, contact information and signature of the project proponent, as well as all co-proponents or property owners, if any.

3) The name, contact information and signature of any agents representing the project proponent.

4) Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures.

Draft 3/8/24

5) Blueprints or drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the Solar Energy System.

6) All submitted plans must be stamped by electrical, civil, and structural engineers or architects and landscape architects for their respective scope of work. Systems that are installed on existing structures must have a structural analysis stamped by a Professional Engineer that demonstrates the structure can handle the additional deadloads of the system as well as uplift wind loads per the local and state building codes.

7) Ground mounted solar structures must include geotechnical reports and engineering of any foundations associated with the new solar system per local and state building codes.

8) Plans must include stormwater analysis with erosion control plans for proposed solar systems as well as stormwater control measures. Site modifications must meet the current stormwater by-laws for stormwater infiltration requirements. Impervious areas will include all impervious surfaces associated with the new solar system.

9) Documentation of the major system components to be used, including the panels, mounting system, and inverter.

10) Operation and Maintenance Plan including measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.

11) Locations of active farmland, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and "Important Wildlife Habitat" mapped by the Massachusetts Department of Environmental Protection (MassDEP) in relation to the site.

c) Site Plan Review Design Standards: The Planning Board shall consider the following criteria and standards, in addition to those listed in Section 7.4.6, Review Criteria for Site Plan Review when reviewing site plan submittals made under this section:

1) Utility Notification: No solar photovoltaic system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

2) Utility Connections: Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

3) Safety: The owner or operator shall provide a copy of the Site Plan Review application to the Needham Fire Department and shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar installation shall be clearly marked. The owner or operator

Draft 3/8/24

shall identify a person responsible for responding to municipal officials, throughout the life of the installation.

4) Height and Layout: The Planning Board shall also review the height and physical layout of the Solar Energy Systems, utility connections, and appurtenant infrastructure as it relates to the convenience and safety of emergency vehicles, private vehicles and pedestrian movement on the site.

5) Visual Impact: Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures.

6) Land Clearing, Soil Erosion and Habitat Impacts: Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy systems or as otherwise prescribed by applicable laws, regulations, and By-Laws.

7) Stormwater: The Planning Board shall review the existing and post stormwater analysis to meet the current stormwater by-law infiltration requirements.

8) Lighting: The Planning Board shall review the physical lighting of the site, including the methods of exterior lighting for convenience, safety and security within the site, and in consideration of impacts of neighboring properties and excessive light pollution. Where feasible, lighting of the Solar Energy System shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution."

3. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting from the second sentence of the first paragraph the phrase "solar panels," so that the sentence shall now read as follows:

   "In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building."

4. Amend Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.8 Height Limitation Exceptions, by deleting the fourth sentence of the first paragraph which reads as follows:

   "Further provided, subject to the 15-foot maximum height limitation cited above, solar panels shall also be allowed on rooftops of schools and other municipal buildings with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel."

5. Amend Section 4.5 Dimensional Regulations for Highland Commercial-128, Subsection (3), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like

Draft 3/8/24

may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height."

6. Amend Section 4.8 Dimensional Regulations for NEBC, Subsection (1), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet."

7. Amend Section 4.9 Dimensional Regulations for Mixed-Use 128, Subsection (1), by deleting from the fourth sentence of said subsection the phrase "solar or photovoltaic panels," so that the sentence shall now read as follows:

   "Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 21: APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,600,000 for improvements to the Needham High School tennis courts, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $1,440,000 be transferred from CPA Free Cash, $1,000,000 be transferred from the Athletic Facility Stabilization Fund, $149,196 be transferred from Overlay Surplus, and $10,804 be transferred from Article 43 of the 2015 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for the renovation of the current four courts and installation of four new tennis courts at Needham High School. All courts include post-tension concrete as

Draft 3/8/24

the base. Post-tension concrete is now an industry norm as the warranty on post-tension concrete is 25+ years. An asphalt-based tennis court has a 5- to 7-year warranty with many factors influencing surface deterioration.

ARTICLE 22: APPROPRIATE FOR LINDEN STREET REDEVELOPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $5,500,000 for the Linden Street Redevelopment Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Funds/Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 23: APPROPRIATE FOR DEFAZIO COMPLEX FENCING

To see if the Town will vote to raise and/or transfer and appropriate the sum of $417,000 for the DeFazio Complex Fencing Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Funds/Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding is to remove and replace the fencing around the DeFazio Complex. The perimeter fencing, backstops, and player bench areas are showing signs of age and heavy use. These fields are subjected to high levels of traffic that have shortened the life cycle of fencing and related structures. The existing fence posts will be evaluated for damage and will be reused if possible. The existing chain link fabric will be disposed of and replaced in kind.

ARTICLE 24: APPROPRIATE FY2025 CPA RESERVES

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2025 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

Administrative and Operating Expenses of the Community Preservation Committee:	$ 82,000

Reserves:

B. Community Preservation Fund Annual Reserve:	$1,187,215
C. Community Housing Reserve:	$ 872,545

Draft 3/8/24

D. Historic Resources Reserve: $ 0
E. Open Space Reserve $ 436,273

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% of the estimated fiscal year receipts to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to 22% of the estimated revenue for the year to ensure that at a minimum of 20% of the actual CPA receipts are appropriated or reserved for future appropriation for Community Housing. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

CAPITAL ARTICLES

ARTICLE 25: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $4,739,438 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Renovation Young Adult Area Design	$454,000	
Community Services	Library Technology	$47,000	
General	Non-Public Safety & Public Safety Data Centers & Networking Equipment	$600,000	
General	Powers Hall IT and AV	$220,000	
General	Town Building Security and Traffic Cameras	$190,000	

Draft 3/6/24

General	Town Facility Replacement Furniture and Office Fixtures	$40,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	$44,671	
Public Safety	Personal Protective Equipment	$54,290	
Public Works	Geographic Information System Equipment	$75,000	
Public Works	Specialty Equipment	$180,000	
Public Works	Sustainable Building Retrofit Program	$100,000	
Schools	Eliot Boiler	$34,000	
Schools	High School Fitness Center Equipment	$32,673	
Schools	Newman Preschool Playground	$54,000	
Schools	School Copiers	$66,767	
Schools	School Furniture	$25,000	
Schools	School Technology	$661,150	
Transportation Network	Transportation Safety Committee Improvements (Traffic Improvements)	$100,000	
Transportation Network	Electric Vehicle Charging Stations	$800,000	
Multiple	Fleet Program	$960,887	
	Total	**$4,739,438**	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Town Facility Replacement Furniture and Office Fixtures
This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and 2010 respectively. In FY2025, some furniture will be well over 10 years old, and many items require replacement due to heavy wear and tear.

Powers Hall IT and AV
This funding will support updating IT and AV equipment and infrastructure in and supporting Powers Hall. While some IT and AV assets are and will continue to be replaced relatively easily on an as-needed basis, larger updates are required to improve reliability and usability for the coming decades. This project

Draft 3/8/24

includes both the design and build phases. The design phase will permit a full scope design of both the required improvements and the requisite facilities modifications needed to facilitate the improvements. The build phase will implement the design.

Non-Public Safety and Public Safety Data Centers and Networking Equipment Replacement
This funding request is for the replacement of servers, storage units, data center switching, a network core switch, firewalls, and services for installation needed in the Town Hall data center (Data Center 1), Public Safety Building data center (Data Center 2) and Public Services Administration Building (Staging 1). Data Center 1 is the primary data center where Town Departments access files and programs, the internet, and where network and internet security take place, Data Center 2 acts as fail over in case the Town Hall network and infrastructure go offline and will require duplicate hardware as designed for Data Center 1. Staging 1 is being delegated as a location for file staging prior to Fiscal Year 2025 Proposed Budget backing up to the cloud. The servers and storage units in Data Center 1, as well as in Data Center 2, are physical devices that support over 120 virtual servers with corresponding data maintained on the storage units. There are other physical servers that are for specific software solutions such as financial operations.

Town Building Security and Traffic Cameras Replacement
This funding request is for the replacement and upgrade of traffic cameras and security cameras at intersections and buildings. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, and Great Plain at Highland and Dedham. The downtown intersections are both traffic management control and equipped with cameras. The traffic control cameras, at the time of installation, were low resolution and will be updated to cameras with higher resolution to better help control traffic. The security cameras are not only for the intersections above which have been added over the last ten years during construction and retrofitting across the Town at multiple municipal buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which currently are backed up through the local area network to a storage unit in the Public Services Administration Building (Staging 1). The cameras installed on municipal buildings are high resolution cameras used for maintaining the security of the buildings and properties. The Town is pursuing several different funding opportunities for improving the traffic cameras, so the recommended funding is for building security cameras only.

Personal Protective Equipment
This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Lifepak 15 V4 Monitor/Defibrillator
This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 15 (LP15) is the cardiac monitor/defibrillator that the Department uses on frontline rescues. The Department has two frontline rescues with two backup units. The average lifespan for this piece of equipment is estimated to be about five years.

Newman Preschool Playground Update With Shade Structure
This funding request is for the additional funds required to install a shade structure that also functions as climbing equipment and to replace the existing poured-in-place surface. The estimated cost of the renovated playground is $228,800, toward which the School Department proposes to apply the $69,200 previously appropriated for a custom shade shelter (Article 37 of the 2019 Annual Town Meeting), as well as $105,600

Draft 3/6/24

in reserved fund balance from the Preschool Revolving Fund. The additional amount required to complete this project is $54,000.

<u>Needham High School Fitness Center Equipment Replacement</u>
This funding request is for the purchase of equipment for the Needham High School Fitness Center, which is undergoing modernization to increase student use, improve accessibility, and better meet student needs. This request anticipates that $25,000 in offsetting funds will be available.

<u>School Copier Replacement</u>
This funding request is to replace three copiers in the following locations: Production Center, Emery Grover, and Needham High School. School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

<u>School Furniture</u>
This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes.

<u>School Technology</u>
This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2025 School Technology request includes $548,150 for hardware and $113,000 for infrastructure replacement.

<u>Electric Vehicle Charging Stations</u>
This request is for funding of up to three Level 3 chargers to be spent for purchasing and installing these chargers at the Newman School for the anticipated addition of electric buses in the School Department's fleet. It is also to fund additional Level 3 chargers at other locations throughout Town where deemed appropriate. Level 3 chargers are used to charge mid-sized vehicles more quickly or to feasibly charge larger trucks and high-capacity passenger vehicles. Funding is also included to fund at a minimum one Level 2 charger which are used for regular passenger vehicles and smaller trucks. The Town will purchase and install additional chargers if outside funding is received for either of these projects.

<u>DPW Specialty Equipment</u>
This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 includes a John Deere Gator ($32,400) and a Smithco Super Start Renovator ($31,400) for the Parks & Forestry Division, as well as a Dynapac Roller ($55,700) and a Salso Paver ($60,500) for the Highway Division.

<u>Eliot Boiler Replacement Design</u>
This request is for the design phase of the project to replace both boilers at the Eliot School. The design for the replacements would include high efficiency condensing boilers. This setup would both improve the performance and reliability of the boilers and the energy efficiency of the system. This request has been

Draft 3/8/24

advanced from FY2026 to FY2025 due to the continued deterioration of the boilers warranting more frequent and increasingly expensive repairs.

Sustainable Building Retrofit Program
This request is for lighting upgrade projects at the Broadmeadow and High Rock schools, converting their existing outdated lighting to high-efficiency LED systems. Similar projects have been successfully completed in the past few years at the Pollard, Newman, Mitchell, and Hillside schools, and these projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption and to take advantage of state programs that subsidize their cost. Any funds available will be used to supplement grant funding that may become available to assist in identifying plans and best practices on how to sustainability update the Town's buildings. This request was previously submitted as "Energy Efficiency Upgrades". The project title change is to reflect the more holistic purpose of the projects.

GPS Equipment
This request is for the purchase, installation, maintenance, and service of replacement GPS units fleet-wide (approximately 80 units) that are compatible with the modern software platform. These new units will restore DPW's ability to generate reporting on the locations of its assets and operators. The replacement units would also allow the ability to physically integrate with the vehicles' systems with reporting features designed to support snow fighting operations.

Library Renovation: Young Adult Area Design
This request is for the design phase of a project to expand and improve the young adult area. Recommendations from the Utile space study that would be further detailed in the design phase include: an expanded footprint of the young adult area on the second floor, installing glass walls and while maximizing daylight and providing visibility, removing the built-in desk in the existing teen room, providing a variety of seating options for groups and individuals, improving the HVAC systems in the young adult area, addressing acoustic impacts of the young adults on the rest of the library, and adding a dedicated young adult staff desk.

Library Technology Plan
This request is for the replacement of self-check stations, catalog computers and monitors, Chromebooks and laptops, a pay-station computer and monitor, and gaming systems.

Transportation Safety Committee Projects
This request is for funding construction-related transportation safety projects and interventions in response to resident petitions, including roadway geometry changes, accessibility ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements. In 2023, the committee transitioned from the Traffic Management Advisory Committee (TMAC) to the Transportation Safety Committee (TSC), which has a wider scope and range of interventions. The amount has increased by $50,000 annually to address the additional needs coming from the TSC as well as the estimated increase in costs to complete the proposed projects.

General Fund Core Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount

Draft 3/8/24

703	Ford Transit Connect Cargo	DPW Building Maintenance	2015	Utility Van (Electric)	$81,647
302	N/A	DPW Parks and Forestry	N/A	Small Pickup	$50,880
C-43	Ford Escape	Fire Department	2017	Public Safety Response Vehicle	$72,523
588	Ford F-150	Police Department	2014	Work Truck Class 3	$82,902
New	N/A	Needham Public Schools	N/A	Utility Van with Lift	$66,388

General Fund Fleet Replacement – Specialized Equipment

Unit	Existing	Division	Year	Replacement	Amount
72	Ford F550 Superduty	DPW Parks and Forestry	2015	Work Truck Class 5 Chip Box	$152,142
74	Ford F550 Superduty	DPW Parks and Forestry	2016	Work Truck Class 5	$116,996
350	John Deere Tractor Loader	DPW Parks and Forestry	2010	Work Truck Class Specialty Tractor	$68,229
61	Genie Forklift	DPW RTS	2013	Forklift	$149,884
89T	Warren Open-Top Trailer	DPW RTS	2017	Specialty Trailer	$119,296

ARTICLE 26: APPROPRIATE FOR POLLARD MIDDLE SCHOOL FEASIBILITY STUDY/MSBA

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,750,000 for the purpose of paying costs of a feasibility study of the Pollard Middle School, located at 200 Harris Ave, Needham, MA 02492, including the payment of all costs incidental or related thereto, and for which Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for a feasibility study of renovation of the Pollard Middle School. The Town has been invited to participate in the eligibility phase of the Massachusetts School Building Authority process. Feasibility includes funding for OPM, designer, survey, initial geotechnical analysis, wetlands, hazardous materials and traffic study costs. This project assumes that the Pollard would be constructed in partnership with the Massachusetts School Building Authority (MSBA), at a potential

Draft 3/8/24

reimbursement rate of 20-22% of total project costs. The Pollard School project has been the subject of the School Committee's master planning process for many years.

ARTICLE 27: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS – CLAXTON FIELD

To see if the Town will vote to raise and/or transfer and appropriate the sum of $3,600,000 for the Claxton Field renovation project, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request is for the construction phase of the Claxton Field Renovation project, Funding for the design phase was granted for FY2021. The project includes conversion of the metal halide lighting on most of the existing poles to energy-efficient LED lights, and cutting and capping the older poles in the middle of the field, which present safety issues. The project will also include removing the existing skin clay material and evaluating the conditions below the skin, after which a new engineered material will be installed and laser graded, and the clay skins will be replaced. After further guidance from MassDEP, a more comprehensive geotextile fabric system was added to act as a barrier between the entire field subsurface and playing surface (previously this was limited to the ballfield areas and not as deep) as well as an additional six inches of loam depth. Other new features added during design include an irrigation system, an accessible looped pathway as a passive recreation enhancement, native tree, wildflower, and pollinator garden plantings, covered dugouts, spectator seating, fencing, warm up areas, and replacement bases and other equipment.

ARTICLE 28: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,275,000 for the purchase of a new fire engine, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for the purchase of a new fire engine for the Fire Department. The new engine would replace Unit E-04, a 2005 model. The new engine would provide increased reliability, safety, and operational capabilities.

ARTICLE 29: APPROPRIATE FOR WATER FLEET REFURBISHMENT

Draft 3/18/24

To see if the Town will vote to raise and/or transfer and appropriate the sum of $75,000 for Fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that $75,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The goal of this program is to extend the life cycle of vehicles, increase operational safety, and eventually reduce reactive maintenance. This is a recurring request, based on need.

ARTICLE 30: APPROPRIATE FOR QUIET ZONE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,340,000 for the Quiet Zone design and construction project, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 31: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $475,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request is for the Public Works Infrastructure Program which allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing
The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing in FY24 is $128,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $105,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately $6.13 per square yard. The street resurfacing program will be funded by other available sources..

Sidewalk Program
FY2024 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $451,440 per mile ($85.50/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $485,760 per mile ($92.00/lf). These costs do not

Draft 3/8/24

include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. The sidewalk program will be funded by other available sources.

Intersection Improvements
This request is for improvements at the Hunnewell Street at Central Avenue intersection. There have been traffic flow concerns along Central Avenue, including at the intersection at Hunnewell Street. The traffic signal system at this intersection is outdated and beyond its useful life. This project would include a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology better able to control the flow of traffic through the intersection, reducing traffic back-ups. The signals would be located in a way that leaves space for further improvements to the overall layout of the intersection to comply with Complete Streets principles. This project would be part of a larger traffic improvement plan along Central Avenue.
The intersection improvement program will be funded by other available sources.

Stormwater Plan
The request is to fund a Stormwater Plan that would evaluate the capacity and the condition of the existing Townwide stormwater drainage system. The plan would identify, prioritize, and address the health and safety, regulatory, and capacity concerns associated with the management of stormwater. It would also provide estimates for the financial investments that would be required for the construction and maintenance of future storm drain improvement projects to be funded out of the infrastructure article, including storage areas for discharge (e.g. retention ponds, underground vaults, dry wells). The Stormwater Plan would be closely tied to the ongoing master planning of the Town's brooks and culverts, which function as another important component of the stormwater network capacity by controlling the flow of surging water during heavy rains/storms. Destructive flooding in the summer of 2023 continued a pattern of increasingly erratic weather that is expected to worsen over time, further illustrating the need to continuously maintain and improve stormwater management infrastructure through holistic planning. It is difficult to ensure that the DPW is targeting projects that will have the maximum impact without a comprehensive plan to inform the Town's stormwater strategy.

In addition to the capacity and resiliency considerations, the Stormwater Plan would allow the Town to identify ways to improve surface water quality by mitigating pollutants through the stormwater drainage system. This portion of the Stormwater Capacity Plan would assist the DPW in their efforts to comply with standards set by the National Pollutant Discharge Elimination System (NPDES) permit. Target funding for the Stormwater Plan in FY2025 is $250,000.

Brooks and Culverts
This request is for the design phase of the project. Funding for the construction phase will be requested for FY2027. Alder Brook is considered a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA. An engineering consultant will be brought in to design a project to remove sediment and vegetation from the brook as well as repair/replace failing walls/culverts. The design will be focused on effectively cleaning the brook to remove the phosphorus contaminated sediment and improve the overall water quality. The section of the brook being addressed is from Webster Street at Dedham Avenue to the Charles River. Target funding for Brooks and Culverts improvements for FY2025 is $225,000.

ARTICLE 32: APPROPRIATE FOR PUBLIC WORKS FACILITIES IMPROVEMENTS PHASE 1 DESIGN

Draft 3/6/24

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,300,000 for the Public Works Facilities Improvements project, to be spent under the direction of the Town Manager, and to meet this appropriation that $219,600 be transferred from Article 47 of the 2017 Annual Town Meeting, $21,820 be transferred from Article 36 of the 2018 Annual Town Meeting, $176,280 be transferred from Article 39 of the 2018 Annual Town Meeting $32,600 be transferred from Article 37 of the 2019 Annual Town Meeting, $249,700 be transferred from Article 21 of the 2020 Annual Town Meeting, and that the Treasurer, with the approval of the Select Board, is authorized to borrow $1,600,000 under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for Phase One design of the DPW Facilities Improvement. Phase One is to construct a new fleet maintenance facility as an expansion of the Jack Cogswell Building that will house the Fleet Division, including fleet storage and the equipment and facilities needed for their daily operations. Funding for the construction phase of this project is planned for fall 2026.

ARTICLE 33: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $13,600,000 for sewer main replacement and rehabilitation, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of Massachusetts General Law Chapter 29C, that to meet this appropriation that $194,597 be transferred from Article 41 of the 2014 Annual Town Meeting, $7,486 be transferred from Article 48 of the 2017 Annual Town Meeting, $42,451 be transferred from Article 40 of the 2019 Annual Town Meeting, $355,466 be transferred from Sewer Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow $13,000,000 under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for the second construction phase of the Interceptor Phase 2 project. The funding for the design phase was approved in FY2023, and the first construction phase was funded through the American Recovery Plan Act (ARPA). The Town is actively working on identifying and applying for funding from other grants and external funding sources from state agencies such as the MWRA and MassDEP (SRF loan program). The second phase involves the replacement of a section of the sewer interceptor under the MBTA tracks, as well as additional lining south of the tracks. The existing interceptor is struggling to handle the sewer flow, so it is necessary to replace part of this segment with larger piping

Draft 3/8/24

to increase its capacity while lining the rest to prevent collapse and infiltration. The limits of work for the second construction phase are from Kenney Street to Valley Road at Norwich Road (replacement of 2,900 linear feet) and from Valley Road at Norwich Road to the MWRA sewer siphon (lining of 3,400 linear feet).

ARTICLE 34: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $180,814 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:
Water Fleet Program:

Unit	Existing	Division	Year	Replacement	Amount
151T	Ingersoll Rand	DPW Water	2008	Specialty Trailer	$31,323
157T	PP&P Portable Pump Trailer	DPW Water	2012	Specialty Trailer	$81,991

Water Enterprise Specialty Equipment:
This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2025 is a new mini excavator ($67,500).

ARTICLE 35: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,000,000 for water service connections, to be spent under the direction of the Town Manager, and to meet this appropriation that $207,466 be transferred from Article 46 of the 2013 Annual Town Meeting, $49,037 be transferred from Article 42 of the 2014 Town Meeting, $140,994 be transferred from Article 46 of the 2015 Annual Town Meeting, $15,364 be transferred from Article 47 of the 2015 Annual Town Meeting, $24,584 be transferred from Article 48 of the 2016 Annual Town Meeting, $9,320 be transferred from Article 39 of the 2018 Annual Town Meeting, and that $553,235 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding would provide for the development of a plan to document and identify all known and unknown water service pipe materials and their locations, confirm the unknown services through test pit excavation, and remove old lead or plastic service connections wherever they exist,

Draft 3/8/24

replacing them with new copper service piping. Services identified for replacement could range from supply mains into residential homes just prior to the water meters.

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition	October 24, 2022 Special Town Meeting	11	$2,500,000	$2,500,000

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES, CITIZENS PETITIONS, & COMMITTEE ARTICLES

ARTICLE 37: ACCEPT M.G.L. CH. 32 SECTION 20(6)(A)/RETIREMENT BOARD STIPENDS

To see if the Town will vote to accept the provisions of M.G.L. Ch. 32 Section 20(6)(a) to provide a stipend of $3,000 per year to the members of the Needham Contributory Retirement Board; or take any other action relative thereto.

INSERTED BY: Retirement Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 38: AMEND GENERAL BY-LAWS – PERIODIC GENERAL BY-LAW REVIEW

To see if the Town will vote to amend the General By-Laws by inserting a new Section 1.16 as follows:

SECTION 1.16 PERIODIC GENERAL BY-LAW REVIEW

1.16.1 In each year ending in a 5, a General By-Law Review Committee consisting of 7 members shall be established to review the General By-Laws and make a report, with any recommendations, to Town Meeting concerning any proposed amendments that the Committee may determine to be necessary or desirable, consistent with Section 1.16.3, below.

Draft 3/8/24

1.16.2 Each Committee established in accordance with Section 1.16.1 shall consist of: One (1) member or designee of the Select Board, one (1) member or designee of the School Committee, one (1) member or designee of the Planning Board, one (1) member or designee of the Finance Committee, the Town Moderator or designee, the Town Clerk and one Town Meeting Member appointed jointly by the remaining six (6) members. Members of the General By-Law Committee should have experience in Town government and Town Meeting and, except in the case of the Moderator, any designees appointed to the Committee shall be former members of the applicable board or committee.

1.16.3 The Committee shall conduct a holistic review of the By-Laws, with a particular emphasis on ensuring that the By-Laws remain current, clear, and well organized, without serving as a forum for advancing policy within the jurisdiction of another Town board, committee or commission.

1.16.4 The Committee shall set its own work plan, which shall commence in January of each year ending in a 5, and shall provide for the Committee to make any recommendations to the Annual Town Meeting in the spring of the following year, or to any Town Meeting that occurs sooner.

1.16.5 The Committee shall have the power to create subcommittees, which shall be public bodies in accordance with the Open Meeting Law.

1.16.6 The Committee will consult with Town staff and any board, committee or commission having jurisdiction over any particular by-law under review.

1.16.7 Each Committee established in accordance with Section 1.16.1 shall automatically dissolve, by operation of law, thirty (30) days after the conclusion of the Town Meeting at which it presents any recommendations, unless the Town Meeting has referred a proposed By-Law amendment back to the Committee for further consideration.

Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 39: AMEND GENERAL BY-LAW - NON-CRIMINAL DISPOSITION/ PLASTIC BAGS

To see if the Town will vote to amend the General By-Laws as follows:

1. By deleting Section 3.12.4 (Penalties and Enforcement.) in its entirety and renumbering the remaining section in Section 3.12 in appropriate numerical order to account for said deletion.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 3.11 to read as follows:

3.12	Plastic Bags	$100	Per Offense	Director of Health of Health and

				Human Services or Designee

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: The October 2023 Special Town Meeting voted to amend the General By-Laws to standardize placement of penalties and enforcement entities for non-criminal dispositions in a distinct section of the By-Laws (Section 8) and remove such references from the text of other By-Law sections. At the time of this amendment, the Plastic Bag By-Law, as adopted by the 2023 Annual Town Meeting, was not included in this realignment. This article seeks to rectify this omission.

ARTICLE 40: AMEND GENERAL BY-LAW TECHNOLOGY ADVISORY BOARD

To see if the Town will vote to amend the General By-Laws by deleting section 2.2.6 in its entirety and inserting in place thereof the following:

2.2.6. **Technology Advisory Board**

(a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and three (3) ex officio members. The ex officio members shall be non-voting members.

(b) The regular members of the Board shall be appointed by the Select Board to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in information technology. No employee of the Town shall be a regular member of the Board.

(c) The ex officio members of the Board shall be:
- (i) the Deputy Town Manager/Director of Finance
- (ii) the Assistant Superintendent for Financial Operations, or a substitute designated by the Superintendent of Schools,
- (iii) the School Department's Director of Technology, or a substitute designated by the Superintendent of Schools.

(d) The role of the Board shall be (1) to provide technical assistance to the Town Information Technology Department, all other Town Departments, and the School Department in the formulation of technology plans and capital requests related to information technology; (2) to advise the Town Manager in the review of capital requests for information technology, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for information technology when constructing or renovating Town Facilities; (4) advise the Town Manager, Town Select Board, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Select Board, and the Town Departments which requested the advice.

Draft 3/8/24

(e) The Board shall, annually in June, elect from among its regular members a chair and vice-chair, each of whom shall serve until a successor is duly elected. The chair shall annually appoint a member to serve as secretary.

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 41: AUTHORIZE SELECT BOARD TO REMOVE RESTRICTIONS

To see if the Town will vote to amend its prior votes under Article 5 of the October 21, 1957 Special Town Meeting; Article 21 of the November 14, 1960 Special Town Meeting; and Articles 51 and 52 of the March 20, 1967 Annual Town Meeting to remove the restriction that property conveyed to the Needham Housing Authority be limited to use as housing for the elderly, and to otherwise leave said votes unamended and in full force and effect and, further, to authorize the Select Board to execute and record any instrument or instruments necessary to eliminate restrictions of record in the title to the property conveyed to the Needham Housing Authority under authority of said votes, including without limitation in the deed to the Needham Housing Authority dated October 29, 1957, and recorded with the Norfolk County Registry of Deeds in Book 3600, Page 519; the deed to the Needham Housing Authority dated December 20, 1960, and recorded in Book 3871, Page 27; and the deed to the Needham Housing Authority dated May 9, 1967, and recorded in Book 4426, Page 484; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 42: AMEND GENERAL BY-LAWS — LOCAL HISTORIC DISTRICT

To see if the Town will vote to amend the General By-Laws as follows:

1. By adding new Section 2.12, to read as follows:

SECTION 2.12 Local Historic District and Historic District Commission

2.12.1 There is hereby established a Local Historic District, and a Historic District Commission which shall administer the district as provided for under Massachusetts General Laws Chapter 40C, as amended, and this By-law.

Draft 3/8/24

2.12.2 Purpose. The purpose of this By-law is to aid in the preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Needham, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the existing architecture.

2.12.2 Definitions. As used in this By-law the following terms shall have the following meaning:

Alteration/To Alter
The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

Building
A combination of materials forming a shelter for persons, animals or property.

Certificate
A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this By-law.

Commission
The Historic District Commission as established in this By-law.

Construction/To Construct
The act or the fact of building, erecting. installing, enlarging, moving and other similar activities.

Display Area
The total surface area of a sign, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the sign. The display area of an individual letter sign or irregular shaped sign shall be the area of the smallest rectangle into which the letters or shape will fit. Where sign faces are placed back to back and face in opposite directions, the display area shall be defined as the area of one face of the sign.

District
The Local Historic District as established in this By-law consisting of one or more
district areas.

Exterior Architectural Feature
Such portion of the exterior of a building or structure as is open to view from a public way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs, and other appurtenant exterior fixtures.

Person Aggrieved
The applicant; an owner of adjoining property; an owner of property within the same district area; an owner of property within 100 feet of said district area; and any charitable corporation in which one of its purposes is the preservation of historic places,
structures, buildings, or districts.

Signs
Any symbol, design or device used to identify or advertise any place of business, product, activity, or person.

Draft 3/8/24

Structure
A combination of materials other than a building, including but not limited to a sign, fence, wall, terrace, walk, or driveway.

Temporary Structure or Building
A building not to be in existence for a period of more than two years. A structure not to be in existence for a period of more than one year. The commission may further limit the time periods set forth herein as it deems appropriate.

2.12.3 District. The Local Historic District shall consist of one or more district areas as listed in Section 2.12.13 (Appendices) of this By-law.

2.12.4 Commission.

2.12.4.1 The district shall be overseen by the commission, which shall consist of between five to seven members to be appointed by the Select Board. one member initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

2.12.4.2 The commission shall include, if possible, one member from two nominees solicited from the Needham History Center and Museum, one member from two nominees solicited from the chapter of the American Institute of Architects covering Needham; one member from two nominees of the Greater Boston Association of Realtors covering Needham; and one property owner from within at least one of the district areas.

If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Select Board may proceed to make appointments as it desires.

2.12.4.3 The Select Board may appoint up to four alternate members to the commission. An alternate member shall act and vote in the place of a regular member should such regular member be absent from a meeting or be unwilling or unable to act or vote, as designated by the Chair. Said alternate members shall initially be appointed for terms of two or three years, and for three-year terms thereafter.

2.12.4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

2.12.4.5 Meetings of the commission shall be held at the call of the chair, at the request of two members and in such other manner as the commission shall determine in its Rules and Regulations.

2.12.4.6 A majority of the appointed membership of the commission (exclusive of those seats provided for alternate members) shall constitute a quorum.

2.12.5 Commission Powers and Duties

2.12.5.1 The commission shall exercise its powers in administering and regulating the construction and alteration of any structures or buildings within its jurisdiction in the district as set forth under the procedures and criteria established in this by-law. In exercising its powers and duties hereunder, the commission shall pay due regard to the distinctive characteristics of each building, structure and district area.

Draft 3/8/24

2.12.5.2 The commission may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this By-law or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and the conduct of its business, including requirements for the contents and form of applications for certificates, fees, hearing procedures and other matters. The commission shall file a copy of any such Rules and Regulations with the office of the Town Clerk.

2.12.5.3 The commission, after a public hearing duly posted and advertised at least 14 days in advance, may adopt and from time to time amend guidelines which set forth the designs for certain exterior architectural features which are, in general, suitable for the issuance of a certificate. No such design guidelines shall limit the right of an applicant for a certificate to present other designs to the commission for approval.

2.12.5.4 The commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chair, a Vice Chair, and Clerk, and file notice of such election with the office of the Town Clerk.

2.12.5.5 The commission shall keep a permanent record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.

2.12.5.6 The commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a district.

2.12.6 Alterations and Construction Prohibited Without a Certificate

2.12.6.1 Except as this by-law provides, no building or structure or part thereof within a district shall be constructed or altered in any way that affects the exterior architectural features, unless the commission shall first have issued a certificate with respect to such construction or alteration.

2.12.6.2 No building permit for construction of a building or structure or for alteration of an exterior architectural feature within a district and no demolition permit for demolition or removal of a building or structure within a district shall be issued by the town or any department thereof until a certificate as required under this by-law has been issued by the commission.

2.12.7 Procedures for Review of Applications

2.12.7.1 Any person who desires to obtain a certificate from the commission shall file with the commission an application for a certificate of appropriateness, of non-applicability or of hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application.

2.12.7.2 The commission shall determine within fourteen (14) days of the filing of an application for a certificate whether said application involves any exterior architectural features which are within the jurisdiction of the commission.

2.12.7.3 If the commission determines that an application for a certificate does not involve any exterior architectural features, or involves an exterior architectural feature which is not subject to review by the commission under the provisions of this By-law, the commission shall forthwith issue a certificate of Non-Applicability.

Draft 3/8/24

2.12.7.4 If the commission determines that such application involves any exterior architectural feature subject to review under this By-law, it shall hold a public hearing on the application, except as may otherwise be provided in this By-law. The commission shall hold such a public hearing within forty-five (45) days from the date of the filing of the application. At least fourteen (14) days before said public hearing, public notice shall be given. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and of other properties deemed by the commission to be materially affected thereby, all as they appear on the most recent applicable tax list, to the Planning Board, to any person filing a written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the commission shall deem entitled to notice.

2.12.7.4.a A public hearing on an application for a certificate need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a certificate may be waived by the commission if the commission determines that the exterior architectural feature involved, or its category, is so insubstantial in its effect on the district that it may be reviewed by the commission without a public hearing. If the commission dispenses with a public hearing on an application for a certificate, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the commission may act upon such application.

2.12.7.5 Within sixty (60) days after the filing of an application for a certificate, or within such further time as the applicant may allow in writing, the commission shall issue a certificate or a disapproval. In the case of a disapproval of an application for a certificate, the commission shall set forth in its disapproval the reasons for such disapproval. The commission may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the commission in a subsequent application, would make the application acceptable to the commission.

2.12.7.6 The concurring vote of a majority of the members shall be required to issue a certificate.

2.12.7.7 In issuing certificates, the commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this By-law.

2.12.7.8 If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the district, the commission shall issue a certificate of appropriateness.

2.12.7.9 If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this By-law. If the commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the commission shall issue a certificate of hardship.

Draft 3/8/24

2.12.7.10 The commission shall send a copy of its certificates and disapprovals to the applicant and shall file a copy of its certificates and disapprovals with the office of the Town Clerk and the Building Commissioner. The date of issuance of a certificate or disapproval shall be the date of the filing of a copy of such certificate or disapproval with the office of the Town Clerk.

2.12.7.11 If the commission should fail to issue a certificate or a disapproval within sixty (60) days of the filing of the application for a certificate, or within such further time as the applicant may allow in writing, the commission shall thereupon issue a certificate of Hardship Due to Failure to Act.

2.12.7.12 Each certificate issued by the commission shall be dated and signed by its chair or such other person designated by the commission to sign such certificates on its behalf.

2.12.7.13 A person aggrieved by a determination of the commission may, within twenty (20) days of the issuance of a certificate or disapproval, file a written request with the commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the commission, unless a further appeal is sought in the Superior Court as provided in Chapter 4OC, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

2.12.8 Criteria for Determinations

2.12.8.1 In deliberating on applications for certificates, the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the exterior architectural features involved; and the relation of such exterior architectural features to similar features of buildings and structures in the surrounding area.

2.12.8.2 In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the scale, shape and proportions of the building or structure both in relation to the land area upon which the building or structure is situated and in relation to buildings and structures in the vicinity. The commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or by-law.

2.12.8.3 When ruling on applications for certificates on solar energy systems as defined in Section IA of Chapter 40A, the commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to
protect solar access.

2.12.8.4 The commission shall not consider interior arrangements or architectural features not subject to public view from a public way.

2.12.9 Exclusions

2.12.9.1 The commission shall exclude from its purview the following:

1) Temporary buildings, structures or signs subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the commission may reasonably specify.

Draft 3/8/24

2) Terraces, walks, driveways, sidewalks and similar structures, provided that any such structure is substantially at grade level.

3) Storm windows and doors, screen windows and doors, and window air conditioners.

4) The color of paint.

5) The color of materials used on roofs.

6) Signs of not more than two (2) square feet in display area in-connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one sign in connection with the nonresidential use of each building or structure which is not more than six (6) square feet in display area, consists of letters painted on wood without symbol or trademark and if illuminated is illuminated indirectly.

7) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

2.12.9.2 Upon request the commission shall issue a certificate of Non-Applicability with respect to construction or alteration in any category not subject to review by the commission in accordance with the above provisions.

2.12.9.3 Nothing in this By-law shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a district which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of this By-law.

2.12.10 Categorical Approval. The commission may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Needham, that certain categories of exterior architectural features, structures or buildings under certain conditions may be constructed or altered without review by the commission without causing substantial derogation from the intent and purpose of this By-law.

2.12.11 Enforcement and Penalties.

2.12.11.1 The commission shall determine whether a particular activity is in violation of this By-law or not.

2.12.11.2 The commission, upon a written complaint of any resident of Needham, or owner of property within Needham, or upon its own initiative, may seek to institute – via appropriate action by the enforcement entity – any appropriate action or proceedings in the name of the Town of Needham to prevent, correct, restrain, or abate violation of this By-law. In the case where the commission is requested in writing to enforce this By-law against any person allegedly in violation of same and the commission declines to act, the commission shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty-one (21) days of receipt of such request.

Draft 3/8/24

2.12.11.3 Whoever violates any of the provisions of this By-law shall be punishable by a non-criminal disposition fine for each offense. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

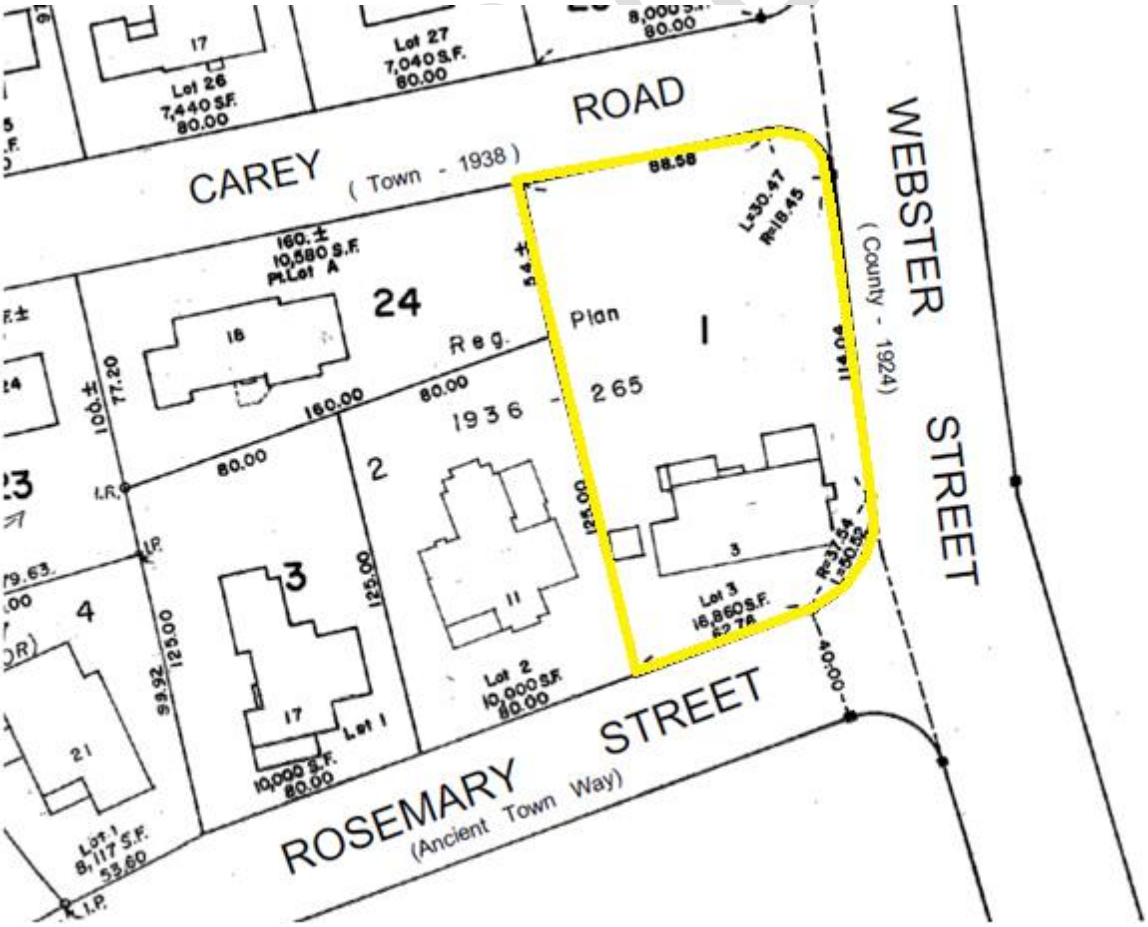
2.12.12 Validity and Separability. The provisions of this By-law shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this By-law shall continue to be in full force and effect.

2.12.13 Appendices.

Appendix 1: Jonathan Kingsbury House Local Historic District

The Jonathan Kingsbury House Local Historic District shall be a district area under this By-law. The location and boundaries of the Jonathan Kingsbury House Local Historic District are defined and shown on the Local Historic District Map of the Town of Needham, Sheet 1-2024 which is a part of this By-law. Sheet 1 is based on the 2023 Assessor's Map. The delineation of the district area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 1.

Local Historic District Map of the Town of Needham, Sheet 1-2024:



Recorded in the office of the Needham Town Clerk.

2. To amend Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, immediately following the existing row for Section 2.11.5, to read as follows:

2.12	Historic District	$300	Per Day	Building Commissioner or Designee

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would establish both the Jonathan Kingsbury House Local Historic District at 3 Rosemary Street and a Historic District Committee to oversee this district, any future district, and the initial process by which new districts may be proposed. This warrant article was drafted – alongside two study reports – by the Single Parcel Historic District Study Committee, follow, which was established by the Select Board in 2023 on the recommendation of the Historical Commission. The proposed Jonathan Kingsbury House Local Historic District would contain only one home. Any future proposed historic district would be submitted to the proposed Historic District Committee, which would study the proposal, publish a series of reports, and – if recommending establishment of a new district – place a warrant article before a future Town Meeting.

ARTICLE 43: CITIZENS' PETITION: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Appropriate for Property Acquisition (Castle Farm Property owned by the Foster Estate)	October 2022 Fall Special Town Meeting	11	$2,500,000	$2,500,000

INSERTED BY: Joseph Abruzese
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 44: CITIZENS' PETITION/AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS

To see if the Town will vote to amend the Needham Zoning Bylaw by amending Chapter 4 Dimensional Regulations by:

Removing the following paragraph of section 4.2:

Draft 3/6/24

"The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor, unenclosed porches, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures."

And in its place inserting the following paragraph:

"The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building, including areas in basements, attics, and penthouses, as measured from the exterior faces of the walls, but excluding spaces where the interior ceiling height is less than 5', unenclosed porches and balconies, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.";

or take any other action relative thereto.

INSERTED BY: Joseph Matthews
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 45: CITIZENS' PETITION – SINGLE USE PLASTICS BAN BY-LAW

To see if the Town will vote to amend the General By-laws by:

1. Adding a new Section 3.13 to read as follows:

SECTION 3.13 POLYSTYRENE PACKAGING MATERIAL, SINGLE-USE PLASTIC STRAWS, SINGLE-USE PLASTIC STIRRERS, PLASTIC SPLASH GUARDS, AND WATER BOTTLES

3.13.1 Definitions.

The following words shall, unless the context clearly requires otherwise, have the following meanings:

a) "Department" means the Town of Needham Public Health Department.

b) "Food or Beverage Vendor" means an operation that stores, prepares, packages, serves, vends, distributes, or otherwise provides food or beverages for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the Massachusetts Retail Food Code, 105 CMR 590, as it may be amended from time to time.

c) "Health Agent" shall mean the Director of Health and Human Services or his/her designee.

d) "Plastic" means a material that contains one or more organic polymer substances of large molecular weight as an essential ingredient.

Draft 3/8/24

e) "Polystyrene" means any food, beverage, or other packaging materials made from a styrene monomer, including but not limited to

i) Expanded polystyrene (EPS), which is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); or

ii) Clear or solid polystyrene, which is known as "oriented polystyrene."

f) "Prepared food" means any food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the premises where the food or beverages are to be served. For the purposes of this bylaw, prepared food does not include raw, butchered meats, fish and/or poultry sold from a butcher case or similar retail appliance.

g) "Retail Sales Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.

h) "Single-use plastic straw"

i) In general – The term "single-use plastic straw" means a single-use, disposable tube made of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage.

ii) Exception – The term "single-use plastic straw" shall not include straws made from non-plastic materials, including, but not limited to metal, glass, paper, pasta, sugar cane, wood, or bamboo;

i) "Single-use plastic stirrer" – The term "single-use plastic stirrer" means a device that is used to mix beverages and designed as a single-use product made of plastic.

j) "Single Use" means food and beverage serviceware, that is not reusable, as defined above, and are designed to be used once and then discarded, and not designed for repeated use and sanitizing.

k) "Single-use plastic splash guard" means a device that fits into the sip-hole of a beverage container lid to prevent a beverage from splashing and is designed as a single-use product made of plastic.

l) "Single-use plastic water bottle" means any single serving container, whether sold individually or in bulk, containing non-carbonated, unflavored drinking water with a volume of one liter or less, that is made in whole or in part of plastic material, excluding the cap.

m) "Styrofoam" is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes identified by a #6 resin code.

3.13.2 Regulated Conduct.

3.13.2.1Polystyrene/Styrofoam Containers.

Draft 3/8/24

a. Food establishments are prohibited from dispensing prepared food or beverages to any person in single use food containers made from foam polystyrene.
b. Retail establishments are prohibited from selling or distributing single use food containers made from foam polystyrene to customers.

3.13.2.2Single Use Plastic Straws. A food or beverage vendor shall not provide a single-use plastic straw to a customer, unless that customer verbally or electronically requests a plastic straw.

3.13.2.3Single-Use Plastic Stirrers. A food or beverage vendor shall not provide a single-use plastic stirrer to a customer.

3.13.2.4Single-Use Plastic Splash Guards. A food or beverage vendor shall not provide a single-use plastic splash guard to a customer.

3.13.2.5Single-Use Plastic Water Bottles. No retail establishment shall sell or otherwise provide to a consumer plastic water bottles containing 1 liter or less of non-carbonated, non-flavored water, except as may be required for safety, health, or emergency situations.

3.13.3 Effective Date.

Section 3.13.2.5 (Single-Use Plastic Water Bottles) shall take effect on January 1, 2026. All other provisions of this Section 3.13 shall take effect on January 1, 2025.

3.13.4 Regulations.

The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.13.5 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

2. Amending Section 8.2.2 (Non-Criminal Disposition) by inserting a new row in the table, in appropriate numerical order, to read as follows:

3.13	Polystyrene Packaging Material, Single-Use Plastic Straws, Single-Use Plastic Stirrers, Plastic Splash Guards, and Water Bottles	$100 - 1st Offense $200 – 2nd Offense $300 – each subsequent	Per Day	Director of Health and Human Services or Designee

or take any other action relative thereto.

INSERTED BY: Robert Fernandez
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Draft 3/8/24

ARTICLE 46: CITIZENS' PETITION – AUTHORIZATION TO EXPEND FUNDS FOR CONSULTANT FOR MBTA COMMUNITIES ZONING

This petition, in accordance with Section 1.8 of Needham's General By-Laws, now comes before the Town Meeting for the express "purpose of providing the [Town Meeting] voters of the town with factual information relative to measures to be voted upon at elections in the town." In this instance, the "measures to be voted upon" are related to current zoning proposals associated with the MBTA Communities Act.

This petition now seeks the appropriation and authorization in an amount not to exceed $150,000 to prepare an analysis of Infrastructure, Public Safety, and Environmental Impacts associated with said MBTA Communities Act.

This appropriation shall be directed toward the hiring of a technical consultant with the expertise to perform an independent evaluation of the potential infrastructure, public safety, and environmental impacts caused by the changes in zoning that are currently proposed and recommended by the HONE Committee.

Scope of said evaluation would include a) data collection and from relevant town departments, b) integrated analysis of the data with current zoning proposals, c) evaluation of the Town's current capital infrastructure program and how it would be affected by HONE's current proposals, d) identify areas of convergence, divergence, and potential cost impacts within these various capital programs, e) identify potential 'red flags' regarding public safety and environmental impacts, and f) create a report of findings that would include visual imagery, such as 3-dimensional rendering of the proposed zoning plan(s) that would enable the lay public to better understand the current HONE proposal(s).

Said evaluation would take the form of a written report and would be produced and available for viewing by Town Meeting Members and the general citizenry at least thirty (30) days before any voting by any Town Meeting Members.

This report will address "factual information" and impacts to public safety; schools (student enrollment and capital projects); water, sewer, and drainage systems; traffic circulation; capital road projects; and to the extent possible, property valuations and potential property tax impacts.

INSERTED BY: Gary Ajamian
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE 47: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $68,743 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Draft 3/8/24

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of December 29, 2023 was $1,169,616.

ARTICLE 48: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of December 29, 2023 was $ 1,617,038.

ARTICLE 49: APPROPRIATE TO CAPITAL FACILITY FUND

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual

Draft 2/8/24

Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of December 29, 2023 was $2,063,076.

ARTICLE 50: APPROPRIATE DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that a sum be transferred from Free Cash and that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of December 29, 2023 was $2,312,383.

ARTICLE 51: OMNIBUS

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

INSERTED BY: Select Board

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

Draft 3/8/24

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

Given into our hands at Needham aforesaid this 13th day of February 2024.

Marianne B. Cooley, Chair
Kevin Keane, Vice Chair
Heidi Frail, Clerk
Marcus A. Nelson, Member
Catherine Dowd, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:

Draft 3/8/24

ARTICLE X: AMEND GENERAL BY-LAW TECHNOLOGY ADVISORY BOARD
To see if the Town will vote to amend the General By-Laws by deleting section 2.2.6 in its entirety and inserting in place thereof the following:

"2.2.6. **Technology Advisory Board**
(a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and three (3) ex officio members. The ex officio members shall be non-voting members.

(b) The regular members of the Board shall be appointed by the Select Board to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in ~~telecommunications or~~ information technology. No employee of the Town shall be a regular member of the Board.

(c) The ex officio members of the Board shall be:

(i) the Deputy Town Manager/Director of Finance
(ii) the Assistant Superintendent for Financial Operations, or a substitute designated by the Superintendent of Schools,
(iii) the School Department's Director of Technology, or a substitute designated by the Superintendent of Schools.

(d) The role of the Board shall be (1) to provide technical assistance to the Town Information Technology Department, all other ~~–~~Town D~~d~~epartments, and the School Department in the formulation of technology plans and capital requests related to information technology; ~~for voice, data and video systems;~~ (2) to advise the Town Manager in the review of capital requests for ~~voice, data and video systems~~information technology, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for ~~voice, data and video systems~~technology when constructing or renovating Town Facilities; (4) advise the Town Manager, Town Select Board, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Select Board, and the Town Departments which requested the advice.

(e) The Board shall, annually in June, elect from among its regular members a chair and vicechair, each of whom shall serve until a successor is duly elected. The chair shall annually appoint a member to serve as secretary."

or take any other action relative thereto.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Open May 13, 2024 Special Town Meeting
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board is scheduled to open the warrant for the May 13, 2024 Special Town Meeting. The Warrant is scheduled to be closed on March 26th.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board call for a Special Town Meeting and vote to open the warrant for the May 13, 2024 Special Town Meeting.	
3.	**BACK UP INFORMATION ATTACHED**
a. Draft Special Town Meeting Warrant 3/8/2024	

TOWN OF NEEDHAM

SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 13, 2024

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 3/6/2024

DRAFT - 3/8/2024

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

MONDAY, THE THIRTEENTH DAY OF MAY 2024

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

HUMAN RESOURCE ARTICLES

ARTICLE X: **FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

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

Article Information:

ARTICLE X: **FUND COLLECTIVE BARGAINING AGREEMENT – ITWA**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2025; or take any other action relative thereto.

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

Article Information:

FINANCE ARTICLES

DRAFT - 3/8/2024

ARTICLE X: AMEND THE FY2024 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Operating Budget adopted under Article 12 of the 2023 Annual Town Meeting and Amended under Article 5 of the October 30, 2023 Special Town meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2024 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Sewer Enterprise Fund Budget adopted under Article 13 of the 2023 Annual Town Meeting and Amended under Article 6 of the October 30, 2023 Special Town meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2024 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2024 Water Enterprise Fund Budget adopted under Article 14 of the 2023 Annual Town Meeting and Amended under Article 7 of the October 30, 2023 Special Town meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

DRAFT - 3/8/2024

Line Item	Appropriation	Changing From	Changing To

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR INTERSECTION IMPROVEMENTS (CHILDREN'S HOSPITAL)

To see if the Town will vote to raise and/or transfer and appropriate $30,000 for improvements to the intersection of Kendrick Street at Third Avenue, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Planning Board issued a Major Site Plan Special Permit to Boston Children's Hospital for its development of 380 First Avenue. A condition contained in the permit requires a payment of $30,000 for the purposes of traffic mitigation at Kendrick Street and Third Avenue.*

ARTICLE X: APPROPRIATE FOR TOWN-OWNED LAND SURVEY

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and/or transfer and appropriate, or otherwise provide $20,010.91 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

DRAFT - 3/8/2024

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to appropriate the sum of $X for the purpose of funding and supporting public, educational and government (PEG) programming provided by the Needham Channel, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the PEG Access and Cable Related Fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The purpose of this article is to appropriate funds to make payments to the Needham Channel during FY2025. Because of the timing of the receipt of the funds, the Town must identify an alternative funding source for the year and will effectively be reimbursed by the payments received from the cable companies. The cable companies make payment quarterly based on their collections. The Town would pay out no more than what is received from the cable companies. The payments to the Needham Channel would not occur until after the payments are received from the cable companies each quarter.*

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR AUDITORIUM UPGRADES AND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate $344,558 for School auditorium upgrades and improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

Project	Town Meeting	Article	Authorized	Rescind
Hillside School Construction (Sunita L.	October 5, 2016 Special Town Meeting	2	$57,542,500	$226,633

DRAFT - 3/8/2024

Williams Elementary School)				

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

Given into our hands at Needham aforesaid this 26th day of March 2024.

Marianne B. Cooley, Chair
Kevin Keane, Vice Chair
Heidi Frail, Clerk
Marcus A. Nelson, Member
Catherine Dowd, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:

DRAFT - 3/8/2024

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Climate Action Committee Composition & Charge
Presenter(s)	Kate Fitzpatrick, Town Manager

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

The Town Manager will recommend that the Board create a composition and charge for a Climate Action Committee to follow the work of the Climate Action Plan Committee. The new standing committee will advise the Town and the Select Board, in the implementation of policies and practices to achieve the objectives of the Climate Action Roadmap.

The draft Charge and Composition has been updated based on Board and stakeholder feedback.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to approve the Charge and Composition of the Climate Action Committee.

3.	**BACK UP INFORMATION ATTACHED**

a. Updated Draft Charge and Composition, Climate Action Committee
b. Updated Draft Charge and Composition, Climate Action Committee – Redline from 2/27/2024 Version

Town of Needham
Climate Action Committee
Committee Charge and Composition

Type:	Ad Hoc
Legal Reference:	Select Board Vote
Appointing Authority:	Select Board
Number of Voting Members:	Eleven
Term of Appointment	Three Years (first appointments will be staggered)
Special Municipal Employee	Yes
Staff Support	Sustainability Manager

Members	Year Appointed	Term Expiration	Type

Composition: Eleven voting members (Climate Action Roadmap area leads noted for applicable members):

- Member of the Select Board or Designee – Governance, Clean Energy Supply
- Member of the Planning Board or Designee – Climate Smart Zoning and Planning
- Member of the Conservation Commission or Designee – Natural Resources
- Member of the Mobility Planning and Coordination Committee or Designee – Zero Emissions Transportation
- Member of the Permanent Public Building Committee or Designee – Net Zero Building

DRAFT

- Member of the Finance Committee or Designee
- Member of the School Committee or Designee
- Member of Green Needham
- Youth Member
- Resident At Large
- Resident At Large

Purpose: The purpose of the Climate Action Committee is to advise and assist the Town of Needham, through the Select Board, in the implementation of policies and practices to achieve the objectives of the Town's Climate Action Roadmap and to support the state's attainment of 2050 Net Zero goals.

Charge: The Climate Action Committee will:

- Provide input and adopt revisions to the Climate Action Roadmap at least once every five years to reflect new priorities, objectives, and initiatives.
- Review Needham's climate-related data to report annual progress relative to climate action goals as defined in the Climate Action Roadmap.
- On a community-wide basis – to include residential, commercial, industrial, and municipal entities – identify and prioritize:
    - achievable short-term and long-term projects and initiatives that encourage net zero energy and sustainable practices;
    - present and future climate vulnerabilities; and
    - adaptation strategies to help Needham become more climate resilient.
- Recommend to the Select Board priorities for inclusion into the annual operating budget and five-year capital plan.
- Conduct other studies and analyses as requested by the Select Board relative to the Committee's purpose.

Charge Adopted: March 12, 2024 **Charge Revised:**
SME Status Voted: March 12, 2024

DRAFT

Town of Needham
Climate Action Committee
Committee Charge and Composition

Type:	Ad Hoc
Legal Reference:	Select Board Vote
Appointing Authority:	Select Board
Number of Voting Members:	~~Nine~~Eleven
Term of Appointment	Three Years (first appointments will be staggered)
Special Municipal Employee	Yes
Staff Support	Sustainability Manager

Members	Year Appointed	Term Expiration	Type

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Composition: ~~Nine~~ Eleven voting members (Climate Action Roadmap area leads noted for applicable members):

- Member of the Select Board or Designee – Governance, Clean Energy Supply
- Member of the Planning Board or Designee – Climate Smart Zoning and Planning
- Member of the Conservation Commission or Designee – Natural Resources
- Member of the Mobility Planning and Coordination Committee or Designee – Zero Emissions Transportation
- Member of the Permanent Public Building Committee or Designee – Net Zero Building

DRAFT

- Member of the Finance Committee or Designee
- Member of the School Committee or Designee
- Member of Green Needham
- Youth Member
- Resident At Large
- Resident At Large
- ~~Youth Member (Non-Voting)~~

Purpose: The purpose of the Climate Action Committee is to advise and assist the Town of Needham, through the Select Board, in the implementation of policies and practices to achieve the objectives of the Town's Climate Action Roadmap and to support the state's attainment of ~~our~~ 2050 Net Zero goals.

Charge: The Climate Action Committee will:

- Provide input and adopt revisions to the Climate Action Roadmap at least once every five years to reflect new priorities, objectives, and initiatives.
- Review Needham's climate-related data to report annual progress relative to climate action goals as defined in the Climate Action Roadmap.
- On a community-wide basis – to include residential, commercial, industrial, and municipal entities – identify and prioritize:
    - achievable short-term and long-term projects and initiatives that encourage net zero energy and sustainable practices;
    - present and future climate vulnerabilities; and
    - adaptation strategies to help Needham become more climate resilient.
- Recommend to the Select Board priorities for inclusion into the annual operating budget and five-year capital plan.
- Conduct other studies and analyses as requested by the Select Board relative to the Committee's purpose.

Charge Adopted: March 12, 2024 **Charge Revised:**
SME Status Voted: March 12, 2024

DRAFT

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	Street Parking Fee Waiver and Support Infrastructure Display Policy
Presenter(s)	Kate Fitzpatrick, Town Manager

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

The staff will discuss an updated proposed policy to govern street parking municipal fee waivers and displays on street parking support infrastructure (e.g. parking meters).

As the governing body responsible for street parking fees, the Select Board has historically granted permission from Town or third parties to waive or buy-out parking meter fees absent a formal policy.

Staff recommends the adoption of the policy – amended following Board input at its January 9th, 2024 meeting – to govern this practice in the future, and to provide clear regulation relative to decoration of street parking support infrastructure.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to approve the Street Parking Fee Waiver and Support Infrastructure Display Policy (SB-ADMIN-010).

3.	**BACK UP INFORMATION ATTACHED**

a. Draft Street Parking Fee Waiver and Support Infrastructure Display Policy (SB-ADMIN-010)
b. Draft Street Parking Fee Waiver and Support Infrastructure Display Policy (SB-ADMIN-010) - Redline

Town of Needham Select Board

Policy Number:	SB-ADMIN-010
Policy:	Street Parking Fee Waiver and Support Infrastructure Display Policy
Date Approved:	
Date Revised:	
Approved:	

Policy:

The Select Board governs the general management of paid street parking and associated support infrastructure (e.g. parking meters) via the Town Manager and Department of Public Works. Policies and practices are aligned with Town transportation, mobility, and economic development strategies.

The Board deems it necessary to establish a policy relative to requests to waive or buy-out street parking fees, a practice that has – prior to this policy – been carried out on an ad-hoc basis.

I. Municipal Fee Waivers

The Town may waive street parking fees for certain periods of time to support economic development or other community priorities. Requests by Town departments to waive street parking fees will be made through the Office of the Town Manager, accompanied by an estimated fiscal impact, certified by the Deputy Town Manager/Director of Finance (or designee).

The Town Manager (or designee) shall be the approval authority for waiver requests and will inform the Select Board if such requests are approved.

II. Street Parking Fee Buy-Out

The buy-out of street parking fees by non-municipal entities is not permitted.

III. Alteration, Decoration, or Modification of Paid Street Parking Support Infrastructure

Other than for authorized municipal use, no alterations, decorations, or other modifications may be made to paid street parking support infrastructure.

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Town of Needham Select Board

Policy Number:	SB-ADMIN-010
Policy:	Street Parking Fee Waiver and Support Infrastructure Display Policy~~, Buy-Out, and Display Policy~~
Date Approved:	~~1/23/2024~~
Date Revised:	
Approved:	

Policy:

The Select Board governs the general management of paid street parking and associated support infrastructure (e.g. parking meters) via the Town Manager and Department of Public Works. Policies and practices are aligned with the Town's greater mobility and economic development strategies.

The Board deems it necessary to establish a policy relative to requests to waive or buy-out street parking fees, a practice that has – prior to this policy – been carried out on an ad-hoc basis. ~~for certain periods of time for distinct purposes and to regulate requests to decorate street parking support infrastructure for community or other purposes.~~

I. Municipal Fee Waivers

~~The Select Board, at its discretion,~~ The Town may waive street parking fees for certain periods of time to support economic development or other community priorities. Requests by Town departments to this end should be made through the Office of the Town Manager, accompanied by an estimated fiscal impact, certified by the Deputy Town Manager/Director of Finance (or designee).

The Town Manager (or designee) shall be the approval authority for waiver requests and will inform the Select Board if such requests are approved.

~~A standing fee waiver for paid street parking shall be in place annually from the Monday before Thanksgiving through the first Monday following New Year's Day (observed).~~

II. Street Parking Fee Buy-Out~~Non-Municipal Entities~~

The buy-out of street parking fees by non-municipal entities is not permitted.
~~Businesses, non-profits, individuals, or other entities that wish to sponsor a street parking fee buy-out may do by compensating the Town for the fees that might otherwise have been collected during the buy-out period. Street parking must be bought out by the day and fees shall be certified by the Deputy Town Manager/Director of Finance (or designee). Candidates or political entities regulated by the Federal Elections Commission or the Massachusetts Office of Campaign and Political Finance are not permitted to sponsor street parking buy-outs.~~

III. Alteration~~ to or ~~, Decoration, or Modification of Paid Street Parking Support

DRAFT

Infrastructure

Other than for municipal use, no alterations, decorations, or other modifications may be made to paid street parking support infrastructure~~ except for the placement of bags or other placards denoting that fees are waived or bought out. Such bags or other placards may bear a logo and/or text denoting the reason for the waiver or sponsor of the buy-out. Other alterations, decorations, or other modifications, to include those placed to advocate for community or charitable purposes, are not permitted~~.

~~**IV: Approval Authority**~~

~~The Town Manager (or designee) is the approval authority for requests made pursuant to this policy.~~

DRAFT

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

Agenda Item	American Rescue Plan Act Funding
Presenter(s)	Kate Fitzpatrick, Town Manager

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

The Town Manager will provide the Board with an update on ARPA spending, commitments, grants, and projects.

Due to the timing of certain permitting processes and procurements, the uncommitted balance is shown as $3.6 million. The actual uncommitted balance based on pending actions is approximately $678,000 at this time.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only.

3.	**BACK UP INFORMATION ATTACHED**

a. March 12,2024 Update to ARPA Proposal Budget with Expended Balances dated February 29, 2024
b. February 29, 2024 Norfolk County Close Out Plan

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Unexpended	Encumbered	Uncommitted Balance
COVID-19 Direct Impact	Contact Tracers	State	$60,000.00	$23,910.00	$23,910.00	$0.00	$0.00	$0.00
	Epidemiologist	State	$140,000.00	$216,077.47	$151,983.40	$64,094.07	$64,094.07	$0.00
	Public Health Nurse	State	$160,000.00	$279,083.00	$174,143.25	$104,939.75	$104,939.75	$0.00
	Mental & Behavioral Health Staffing	State	$190,000.00	$265,548.00	$186,647.32	$78,900.68	$78,900.68	$0.00
	Mental & Behavioral Health Services	State	$190,000.00	$48,350.75	$46,850.75	$1,500.00	$1,500.00	$0.00
	COVID-19 Test Kits for School Staff and residents of limited means and those in high risk groups	State	$229,800.00	$229,800.00	$229,800.00	$0.00	$0.00	$0.00
	Other - Rentals	State	$4,246.00	$4,246.00	$4,246.00	$0.00	$0.00	$0.00
	Other - Town COVID-19 Test Kits	State	$2,984.78	$2,984.78	$2,984.78	$0.00	$0.00	$0.00
	Other - Not yet assigned	State	$92,969.22	$0.00	$0.00	$0.00	$0.00	$0.00
	Subtotal		**$1,070,000.00**	**$1,070,000.00**	**$820,565.50**	**$249,434.50**	**$249,434.50**	**$0.00**
Ventilation Upgrades	Library Chiller	State	$0.00	$369,000.00	$0.00	$369,000.00	$333,548.52	$35,451.48
	Subtotal		**$0.00**	**$369,000.00**	**$0.00**	**$369,000.00**	**$333,548.52**	**$35,451.48**
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	$175,000.00	$441,123.33	$237,523.33	$203,600.00	$67,163.82	$136,436.18
	NeoGov E-Forms Module	State	$31,613.48	$31,613.48	$31,613.48	$0.00	$0.00	$0.00
	Other - Not yet assigned	State	$68,386.52	$2,263.19	$0.00	$2,263.19	$0.00	$2,263.19
	Subtotal		**$275,000.00**	**$475,000.00**	**$269,136.81**	**$205,863.19**	**$67,163.82**	**$138,699.37**
Economic Development	Grant Program	State	$460,000.00	$443,775.00	$389,979.14	$53,795.86	$0.00	$53,795.86
	Public Art	State	$20,000.00	$37,500.00	$15,622.71	$21,877.29	$17,500.00	$4,377.29
	Other - Rental of Tents	State	$18,725.00	$18,725.00	$18,725.00	$0.00	$0.00	$0.00
	Other - Not yet assigned	State	$1,275.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Subtotal		**$500,000.00**	**$500,000.00**	**$424,326.85**	**$75,673.15**	**$17,500.00**	**$58,173.15**
Water/Sewer/Drains	Temp Project Manager	State	$500,000.00	$471,336.60	$79,571.67	$391,764.93	$320,427.33	$71,337.60
	Rosemary Sluice Gate Replacement/NPDES Stormwater	State	$600,000.00	$120,000.00	$19,220.45	$100,779.55	$75,469.55	$25,310.00
	Stormwater Master Plan	State	$0.00	$280,000.00	$0.00	$280,000.00	$0.00	$280,000.00
	Other - Not yet assigned	State	$340,336.60	$0.00	$0.00	$0.00	$0.00	$0.00
			$1,440,336.60	**$871,336.60**	**$98,792.12**	**$772,544.48**	**$395,896.88**	**$376,647.60**
		State total	**$3,285,336.60**	**$3,285,336.60**	**$1,612,821.28**	**$1,672,515.32**	**$1,063,543.72**	**$608,971.60**
Infrastructure*	Town Reservoir Clean-up Construction - ARPA-1033	County	$2,070,000.00	$2,142,500.00	$125,000.00	$2,017,500.00	$0.00	$2,017,500.00
	Walker Pond Category 2 Construction - ARPA-1032	County	$356,000.00	$356,000.00	$146,105.01	$209,894.99	$209,894.99	$0.00
	Walker Pond Outlet - ARPA-1166	County	$0.00	$400,000.00	$0.00	$400,000.00	$0.00	$400,000.00
	128 Sewer Interceptor Project Design - ARPA-1178	County	$0.00	$60,000.00	$49,200.00	$10,800.00	$0.00	$10,800.00
	128 Sewer Interceptor Project Construction - ARPA-1178	County	$0.00	$2,940,000.00	$0.00	$2,940,000.00	$2,392,306.00	$547,694.00
	South St Water Main Construction	County	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Allowance for Water/Sewer/Drains	County	$3,487,848.40	$15,348.40	$0.00	$15,348.40	$0.00	$15,348.40
	Subtotal	County total	**$5,913,848.40**	**$5,913,848.40**	**$320,305.01**	**$5,593,543.39**	**$2,602,200.99**	**$2,991,342.40**
	Grand Total		**$9,199,185.00**	**$9,199,185.00**	**$1,933,126.29**	**$7,266,058.71**	**$3,665,744.71**	**$3,600,314.00**

updated 2/29/24

T O W N O F N E E D H A M
TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569

February 29, 2024

John Cronin, County Director
Norfolk County
614 High Street
Dedham, MA 02027

Dear John:

Please consider this letter in response to your request for an ARPA Close Out Plan.

The Town of Needham's four approved projects all relate to sewer and stormwater. DPW staff have been working toward completion of the projects, while also responding to unprecedented flooding and stormwater surcharge. The Town suffered significant flooding on August 8, 2023 after receiving more than five inches of rain in 90 minutes. The Town's infrastructure survived relatively unscathed, but hundreds of residents suffered significant damage – many in the hundreds of thousands of dollars. Since August, a multi-disciplinary team consisting of staff from the Engineering Division, the DPW Director, the Assistant Director of Public Works, the Building Commissioner, the Water & Sewer Superintendent, staff from the Office of the Town Manager, and a member of the Select Board have made more than 25 visits to assess and help residents, with at least a dozen more planned in the coming months. The Town has allocated some of its State ARPA funding to accelerate a planned stormwater capacity master plan. All this is to say that it has been an overwhelming few months for the same staff working on the County-funded ARPA projects.

<u>Project #1032 ($356,000) - Walker Pond Category 2 Construction</u>
The intent of this project is to address water quality in Walker Pond. The Town examined both hydro raking and chemical treatment options to remove overgrowth, will install a new overflow gate and stop logs and will install BMPs for water quality improvements. **The Town previously requested an extension for this project until December 31, 2024**

<u>Project # 1166 ($400,000) - Walker Pond Outlet</u>
This project is a companion to #1032. The funds will enable the Town to replace the outlet structure and construct a new headwall at the existing outfall. **The Town previously requested an extension for this project until December 31, 2024.**

These two projects are being managed together. Engineering evaluation has ruled out the option of hydro-raking the Pond – this option would have triggered a MEPA review and significantly extended the period allocated for permitting. The Town has opted for the chemical treatment option, which will take the balance of CY2024 to complete. This is not one treatment but a series of treatments over several months.

A Notice of Intent was filed with the Conservation Commission. The Commission's public hearing closed on February 22, 2024 and we expect an Order of Conditions to be issued on March 14, 2024. Final construction documents for project bidding are expected at the end of March 2024.

To support future phases of this project, the Town will be seeking approval to reallocate residual balances in Project 1116 to 1032, if any.

<u>Project #1033 ($2,145,000) - Sediment Removal Improvements to Impaired Water Bodies</u>
This project will consist of sediment removal from the Reservoir, installation of BMPs in accordance with the Town's NPDES Permit, and improvements to impaired water bodies such as Alder Brook. **The Town has previously requested an extension for this project until December 31, 2024.**

One BMP has been completed at McLeod Field (stormwater that drains to the Reservoir). The Town is still in the permitting phase for this project, as we are awaiting final approval of the Army Corps of Engineers (ACE). The Needham Conservation Commission has issued a Notice of Intent for the sediment removal portion of the project. The Town will complete its identification of the range of BMPs by the end of January and will issue an Invitation for Bid for the dredging portion of the project as soon as we receive ACE approval. The dredging portion of the project is expected to be approximately $1,500,000 including Construction Administration and Inspections; the balance of the funding will be allocated to constructing BMPs on impaired water bodies.

<u>Project #1178 ($3,000,000) - Route 128 Sewer Interceptor Phase 1</u>
This project consists of the rehabilitation and replacement of approximately 7,300 linear feet of gravity sewer running between Kendrick Street and Great Plain Avenue. This is the first portion of a four-phase project. The second phase is expected to cost $13,600,000, the third phase is estimated at $14,000,000, and the fourth phase is estimated at $6,000,000 for a total project cost of $36,600,000. The Town's capital budget for FY2025 includes funding for Phase 2 ($13,600,000) and the balance is programmed into the Capital Improvement Plan (previously provided).

The contract for Phase 1 of the project has been awarded to Green Mountain in the amount of $2,392,000. Construction administration and inspectional services with our engineering firm consultant is estimated at $235,000. The balance of the current ARPA funding will cover contingencies for the construction. All the funds are expected to be expended by December 31, 2024. Any unexpended funds will be used to extend the number of linear feet rehabilitated or replaced.

To support future phases of this project, the Town is seeking approval to:

1. **Allocate its current uncommitted balance of $15,348 to support this project.**
2. **Reallocate residual balances in projects 1032 and/or 1033, if any before December 31, 2024.**
3. **Apply for additional funds in the amount of $350,000 to enable the Town to fund the remaining add-alternate portion of the bid to Green Mountain Pipeline Services, LLC for project #1178.**

As noted on the Capital Improvement Plan document, this is an expensive and urgent project. Because this project is performed under M.G.L. c. 30 Section 39M, the Town has the ability to allocate any supplemental funding to continue the work without having to undergo additional procurement efforts. Therefore, any additional funding (if available) provided by the County can be used immediately to continue this contract, rehabilitating or replacing more linear feet.

Thank you for your continued support and assistance to the Town of Needham with these critical infrastructure projects.

Very truly yours,

Kate Fitzpatrick
Town Manager

cc: Kayleigh Murray, CLA
William Buckley, Norfolk County
Michelle Vaillancourt, Town Accountant
Carys Lustig, Director of Public Works
Tom Ryder, Town Engineer
Katie King, Deputy Town Manager
Dave Davison, Deputy Town Manager/Director of Finance

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

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**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/12/2024

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**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
1. Town-Financed Community Housing Oversight Committee (TCHOC) Update	

March 8, 2024

Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Re: Town-Financed Community Housing Oversight Committee Update

Dear Select Board Members:

In June 2023, the Board established the Town-Financed Community Housing Oversight Committee (TCHOC) to oversee the disbursement of funds appropriated by the Town to support the development of community housing by third parties and advise Town boards, committees, and Town Meeting on the use of those funds. The Committee's charge is to:

- monitor Town investments (through grants, loans or otherwise) in the development, creation, rehabilitation, restoration, preservation, or support of community housing (collectively, "Community Housing Projects") by third parties;
- meet regularly to review the progress of Community Housing Projects in which the Town has made an investment;
- meet with the developer's project team to review project status, finance update, schedule, and the like; and
- provide advice to the Community Preservation Committee (CPC), Select Board, Finance Committee and Town Meeting as to the appropriateness of expenditure of Town funds and the advisability of future investment in the project.

Through this letter, we aim to provide you with a summary of how the Committee has executed our charge to date along with our recommendations regarding potential future Town investments. The Needham Housing Authority's redevelopment projects at Linden-Chambers, Seabeds-Cook, and High Rock Estates are the only third-party community housing projects in which the Town has a pending investment. These have been the focus of our work, with particular attention paid to the Linden-Chambers Redevelopment Project.

Work to Date

TCHOC met five times between November 2023 and March 2024. Copies of Committee agendas, packets, and minutes can be found at https://needhamma.gov/archive.aspx and meeting recordings are available at http://www.youtube.com/@TownofNeedhamMA.

The Committee spent time reviewing our charge, including understanding where TCHOC's work intersects with the Community Preservation Committee's charge. CPC is responsible for administering the Community Preservation Act (CPA) including overseeing the CPA grant application process, vetting requests, consulting with the Select Board and Finance Committee, and ultimately making recommendations for CPA funding to Town Meeting. The Needham Housing Authority (NHA) has a

pending CPC application requesting $5.5 million for Linden-Chambers Redevelopment construction funds. After consultation with the CPC Chairs, TCHOC shaped a workplan to:

- provide oversight over CPA funds that the Town has already appropriated to NHA,
- recommend due diligence questions for CPC to consider during their grant vetting process,
- proactively share information with CPC received regarding the Linden-Chambers Redevelopment Project (and vice versa) to maximize coordination, and
- provide advice to CPC on NHA's pending application based on TCHOC's oversight efforts.

As a newly formed Committee, clarifying the distinction between TCHOC and CPC during this funding cycle has been helpful and can inform TCHOC's work moving forward.

TCHOC received two presentations from the Needham Housing Authority and their pre-development consultants. The first, on November 29, provided an overview of the Linden-Chambers Redevelopment project including the current design plans and cost estimates, proposed sources and uses of funding, background on the consulting team, and key milestones. The second, on February 5, began TCHOC's formal oversight of previously appropriated Town funds to NHA. NHA presented a summary of grants received to date (via the Town and other sources including the American Rescue Plan Act, the U.S. Department of Housing and Urban Development, and existing NHA reserves), completed deliverables, and expenses and requested disbursements to date. TCHOC reviewed all pending CPA disbursement requests that the Housing Authority submitted prior to the meeting and recommended their approval.

Town Investments in Community Housing Projects

Pending Town investments in third-party community housing projects include four Community Preservation Act grants previously appropriated to the Needham Housing Authority:

> **Article 30, 2019 Annual Town Meeting: $150,000 for modernization and redevelopment of affordable housing**
> *Article Information: The Needham Housing Authority has requested funding for a consultant to develop the architectural, engineering, survey, financial modeling, legal and related documents necessary for the Authority to obtain State and Federal funding for major modernization projects.*
>
> **Article 17, 2022 Annual Town Meeting: $1,386,000 for NHA Pre-development Linden Chambers**
> *Article Information: The Needham Housing Authority (NHA) is requesting funding to engage a firm to prepare the preliminary design work required to obtain zoning relief and complete other due diligence (e.g., geo-tech borings, traffic studies, schematic designs, etc.) to better position the Linden Chambers developments to receive funds from outside sources. The requested CPA funds may also be used to create and explore options for temporary tenant relocation during the construction period.*
>
> **Article 18, 2022 Annual Town Meeting: $81,978 for NHA Property Survey**
> *Article Information: The Needham Housing Authority is requesting funding to complete a property conditions report for the Needham Housing Authority's federally subsidized, deeply low-income housing development at the High Rock Estates site. The report is a prerequisite for applying to the U.S. Department of Housing and Urban Development for the approval of the*

repositioning of NHA's High Rock Estates site, a federal housing development. The repositioning would substantially increase the property's operating income, unlock capital improvement dollars, and contribute to the redevelopment of the 60 High Rock Estates bungalows into 60 duplexes.

Article 23, 2023 Annual Town Meeting: $241,052 for NHA Seabeds Cook Preservation
Article Information: The Needham Housing Authority is requesting funding for pre-development costs for work needed to preserve the properties located at Seabeds Way and Captain Robert Cook Drive. These properties provide deeply affordable housing to seniors, families, and the disabled.

Here is the status of these appropriations as of March 5, 2024:

ATM	Article	Project	Amount	Approved Disbursements	Pending* Disbursements	Remaining
May-19	30	Modernization & Redevelopment of Affordable Housing	$150,000	$92,153.83		$57,846.17
May-22	17	NHA Linden Chambers	$1,386,000	$40,096.25	$248,405.50	$1,097,498.25
May-22	18	NHA Property Survey	$81,978	$0.00	$49,207.40	$32,770.60
May-23	23	NHA Seabeds Cook Preservation	$241,052	$0.00	$38,503.71	$202,548.29

*Pending includes disbursements that have been approved by CPC Town Staff & TCHOC, but have not been disbursed yet. Disbursements that have not been approved by CPC Town Staff are not included.

Recommendations

Over the course of the last five months, the Committee has discussed public housing redevelopment financing in general, and specifically as it applies to the Needham Housing Authority's upcoming projects, leading to these observations:

- There is a clear need to redevelop the units at Linden-Chambers, both to improve the quality of housing for current residents and to provide new housing opportunities for eligible individuals who are currently on NHA's waiting list.
- The Needham Housing Authority (with their pre-development consultant team) has made measurable progress on the project goals for each of the prior CPA appropriations and has requested CPA disbursements in accordance with the articles approved by Town Meeting. The Housing Authority expressed their intent to spend down their $1.25 million American Rescue Plan Act (ARPA) funds on ongoing pre-development costs before requesting disbursement of remaining CPA funds. The Committee encourages this approach, particularly since ARPA funds are time-limited.
- Town support of NHA's project is critical to secure state funding through the Massachusetts Executive Office of Housing and Livable Communities (EOHLC). EOHLC approval unlocks much of

the other required construction funding, including access to federal Low-Income Housing Tax Credits. Strong demonstrated community support, through local funding commitments and zoning approval, will make NHA's applications to EOHLC more competitive.

- CPA funds committed to the construction of Linden-Chambers will only be accessible after the financial closing of the project, if NHA is able to secure 100% of the construction funds.

If the Community Preservation Committee recommends NHA's pending application (2024 Annual Town Meeting Article to Appropriate for Linden Street Redevelopment), and it is ultimately approved by Town Meeting, TCHOC recommends that the Town include the following items in the CPA grant agreement with the Needham Housing Authority[1]:

- NHA and their project team will meet with TCHOC monthly, or on a schedule mutually agreed to, to review project and funding status.
- NHA will provide a copy of the developer agreement, once signed, to provide clarity on roles, responsibility, and fee structure.
- If NHA's application to EOHLC is not approved in 2024, NHA shall notify TCHOC of anticipated project cost escalations related to a one-year delay.
- NHA will notify TCHOC when the project is at 80% of budget, if the project team is anticipating spending contingency funds, or if the project team is anticipating being over budget.
- The CPA funding will be committed as of the date of the closing on the financing of the project.

Looking ahead, the Committee will be hosting a presentation by the MA Housing Partnership on community housing development financing models in Massachusetts at its April 8 meeting. TCHOC will continue its review of NHA CPA disbursement requests as they are received. If the CPC recommends and Town Meeting approves additional Town funds for the Needham Housing Authority (or any other third-party, community housing project in the future), TCHOC will include those investments in our oversight work.

In closing, we would like to thank the Select Board for constituting this group and prioritizing this work. We would also like to thank Joe Barnes and Laura Dorfman, Co-Chairs of the Community Preservation Committee, Reg Foster, NHA Board Chair, Cheryl Gosmon, NHA Executive Director, and Cecilia Simchak, Assistant Director of Finance, for their ongoing efforts to support this Committee in the execution of our charge.

Sincerely,

Cathy Dowd, Select Board, TCHOC Chair
Peter Pingitore, Community Preservation Committee representative, TCHOC Vice Chair
John Connelly, Finance Committee representative
Denise Garlick, State Representative
Avery Newton, Affordable Housing Trust representative

[1] The Committee understands that the Community Preservation Committee has retained the services of a consultant to provide advice to it in connection with its review of NHA's pending application, including advice concerning terms and conditions that should be included in such grant agreement. Therefore, the below list of items is not intended to be an exhaustive list of terms and conditions to be included in such grant agreement.

Irwin Silverstein, Permanent Public Building Committee representative
Rhonda Spector, Committee Member At-Large
Rick Zimbone, Committee Member At-Large
David Davison, Deputy Town Manager/Director of Finance
Katie King, Deputy Town Manager

CC: Affordable Housing Trust
Community Preservation Committee
Finance Committee
Permanent Public Building Committee
Kate Fitzpatrick, Town Manager
Reg Foster, Needham Housing Authority Board Chair
Cheryl Gosmon, Needham Housing Authority Executive Director

Town of Needham
Select Board
Minutes for Tuesday, February 13, 2024
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:02 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Marianne Cooley via Zoom due to inclement weather. Those present were Vice Chair Kevin Keane, Cathy Dowd, Heidi Frail, Marcus Nelson, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance, Katie King, Deputy Town Manager, and Susan Metropol, Recording Secretary, were also in attendance.

6:03 p.m. Public Comment Period:
No hands raised for public comment.

6:04 p.m. Housing Needham (HONE) Advisory Group Update:
Presenters: Heidi Frail, Select Board Member & HONE Co-Chair, Kevin Keane, Select Board & HONE Member, Natasha Espada, Planning Board Member & HONE Co-Chair, Jeanne McKnight, Planning Board & HONE Member, Katie King, Deputy Town Manager, Lee Newman, Director of Planning & Community Development

Katie King presented an overview of the MBTA Communities Act, the HONE Advisory Group's charge and community engagement, and upcoming activities. Ms. King noted that commuter rail communities such as Needham have a deadline to comply to the MBTA Communities Act by December 31, 2024. Specifically, Needham's MBTA Communities requirements are as follows:

Compliance Metric	Requirement
Gross Acres	50 acres
Unit Capacity	1,784 Units
Dwelling Units per Acre	15 Dwelling Units per Acre
Percentage to be Located in Station Area	90%

In preparation for creating this new zoning, the Select Board and the Planning Board established HONE to lead the community engagement process to create multi-family zoning that complies with the MBTA Communities Act. The group advises the Select Board and Planning Board on proposed zoning to bring to Town Meeting in 2024, informed by their individual expertise, group deliberations, and feedback received from the public. Ms. King reviewed HONE's charge:

- Lead a broad public engagement effort for the Needham community to envision and shape zoning to allow multi-family housing that complies with the MTBA Communities Act
- Utilize the recommendations in the Town of Needham's 2022 Housing plan as a starting point

- Evaluate build outs, projections, and analyses of fiscal, school enrollment, and infrastructure impacts provided by staff and consultants
- Consider related zoning elements that are allowed, but not required under the MBTA Communities Act, including but not limited to inclusionary zoning (affordable housing requirements) and parking minimums
- Update the Select Board, Planning Board, and Finance Committee throughout the process on group deliberations and community feedback
- Recommend draft zoning to the Select Board and planning Board to submit to DHCD and Town Meeting

Ms. King then presented an overview of the work of HONE since October 2021, highlighting the outreach and findings of the two community workshops held thus far, including community feedback via a survey and open public comment session and increasingly concrete proposals about the various scenarios. The upcoming community workshop, which will be held on March 28 at 7 p.m. in Powers Hall and on Zoom will present two proposed scenarios as follows:

1. Scenario A: zoning changes to bring Town into compliance with MBTA Communities
2. Scenario B: a scenario with additional zoning changes to authorize multi-family housing to a greater degree than is necessary to simply achieve compliance with MTBA Communities

Ms. King reviewed the upcoming timeline ahead of the deadline for final state review in December 2024. Additionally, Ms. Frail highlighted the work of the Committee members as well as the contributions of the community. Discussion ensued about the potential parameters of the two proposed scenarios, including the possibility for increased density of housing and feedback from residents via surveys that demonstrates a willingness not only to achieve zoning compliance but to expand as well. Additional questions included resident concerns about building development, including stormwater, school enrollment, and traffic, while also taking into consideration the limitations for smaller developers with regard to redevelopment. Ms. Cooley expressed her support of the two-article approach that ensures compliance and creates an additional strategic opportunity for housing expansion in certain parts of Needham.

6:58 p.m. Introduction of Tyler Gabrielski, Director of Streets and Transportation:
Presenters: Carys Lustig, Director of Public Works, Tyler Gabrielski, Director of Streets and Transportation

Ms. Lustig introduced incoming Director of Streets and Transportation Tyler Gabrielski. Mr. Gabrielski holds a master's degree in city planning with a focus on transportation, and his prior work with DPW as an analyst and with various Town committees has created a strong foundation for his contributions in this role. Mr. Gabrielski expressed his excitement at starting in this new role. Select Board Members welcomed Mr. Gabrielski.

7:07 p.m. Appointment Calendar and Consent Agenda:

Motion by Mr. Keane that the Select Board vote to approve the Appointment Calendar and Consent Agenda as presented.
Second: Ms. Frail. Unanimously approved 5-0.

APPOINTMENT CALENDAR

1.	Masoomeh Rezaei	Commission on Disabilities Term Exp: 6/30/2024
2.	Katrina Kipp	Golf Course Advisory Committee Term Exp: 6/30/2026
3.	Preston Hall	Stormwater By-Law Working Group Term Exp: 10/31/2024
4.	Janine Helwig	Stormwater By-Law Working Group Term Exp: 10/31/2024
5.	John Salo	Stormwater By-Law Working Group Term Exp: 10/31/2024
6.	Alison Borrelli	Town By-Law and Charter Review Working Group Term Exp: 11/30/2024

CONSENT AGENDA

1.	Approve a request from Maggie Flanagan, Needham Athletic Booster Club, to hold the road event "NHS Boosters Rocket Run." The event is scheduled for Saturday, March 23, 2024, at 9:00am - 11:00am. The event and route have been approved by the following departments: Fire, Police and Public Works.
2.	Approve a request from Bill Gallagher, Needham Running Club, to hold the road event "3rd Annual MetroWest Backyard Ultra." The event is scheduled for Saturday, September 28, 2024, at 8:00am - 11:00pm. The event and route have been approved by the following departments: Fire, Police, Park and Recreation, and Public Works.
3.	Approve a request from Hilary Ryan, Charles River Center, to hold the road event "Charles River Center 5k Run/1Mile Walk." The event is scheduled for Sunday, September 29, 2024, at 10:00am - 12:00pm. The event and route have been approved by the following departments: Fire, Police and Public Works.
4.	Approve 2024 Outdoor Dining License renewal requests for each of the following establishments (subject to receipt of required completed paperwork): • French Press LLC d/b/a French Press Bakery & Café • Henry Hospitality Inc. d/b/a The James • PM Story Corporation d/b/a Little Spoon • Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria
5.	Accept the following donation made to Needham Youth and Family Services: • $250 from the Patrick C. Forde Memorial Fund, Inc.
6.	Accept the following donations to the Needham Health Division:

	• $100 from Lynda M Coburn to the Gift of Warmth program • $50 from Erin Doyle to the Gift of Warmth program
7.	Accept the following donations made to the Needham Community Revitalization Trust Fund: • $1295 from Needham Garden Center • $500 from Louise Condon Realty, Inc.
8.	Approve and sign the integrated collective bargaining agreement between the Town and the Needham Building Custodian and Trades Independent Association, Local 1116 for the period July 1, 2022 – June 30, 2023 and July 1, 2023 – June 30, 2026.
9.	Approve minutes for January 9, 2024 Executive Session, January 9, 2024 Open Session, and January 23, 2024 Open Session.
10.	Approve and Sign Water Sewer Abatement #1323.

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham History Center & Museum	Bourbon Tasting	Needham History Center, 1147 Central Avenue	02/21/2024
Needham Community Council	Party for the Pantry	Powers Hall, Needham Town Hall, 1471 Highland Avenue	03/23/2024
Plugged In Band Program	Let's Rock & Roll	Powers Hall, Needham Town Hall, 1471 Highland Avenue	04/06/2024

7:08 p.m. Town Manager:

Accept and Refer Zoning – Citizen Petition

On February 1, 2024, Joseph Matthews, 31 Rosemary St, submitted a certified Citizens' Petition to the Select Board titled, "Citizens' Petition/Amend Zoning By-Law – Dimensional Regulations." Under State law, the Select Board has 14 days to accept the proposed amendment and refer it to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Motion by Mr. Keane that the Select Board vote to accept the proposed zoning article titled, "Citizens' Petition/Amend Zoning By-Law – Dimensional Regulations" for referral to the Planning Board for its review, hearing, and report.
Second: Mr. Nelson. Unanimously approved 5-0.

Accept and Refer Zoning – Solar Energy Systems

At its meeting of February 6, 2024, the Planning Board voted to place the following article on the warrant for the May 2024 Annual Town Meeting: "Amend Zoning By-Law – Solar Energy Systems." Under State law, the Select Board has 14 days

to accept the proposed amendment and refer it to the Planning for its review, hearing, and report. The Board's action in this matter is not discretionary.

Motion by Ms. Frail that the Select Board vote to accept the proposed zoning article titled "Amend Zoning By-Law – Solar Energy Systems" for referral to the Planning Board for its review, hearing, and report.
Second: Mr. Nelson. Unanimously approved 5-0.

Calendar Year 2024 Fee Schedule Amendment
The Office of the Town Manager has been informed that a local continuing care retirement community (CCRC) intends to file an application for an on-premises alcohol license under MGL Chapter 138, Section 12. The Town does not currently have an established fee for CCRC licenses. Since CCRCs operate in a similar manner to a club, in which only residents and their guests have access to service, staff recommends that the fee mirror the Club License fee of $510 annually.

Motion by Mr. Nelson that the Select Board vote to accept the updated Calendar Year 2024 Fee Schedule.
Second: Mr. Keane. Unanimously approved 5-0.

Consolidation of Information Technology Functions
Ms. Fitzpatrick presented an overview of the Town and School's evaluation over the past year of the concept of consolidating the Town and School Information Technology functions. During the summer of 2023, the parties engaged a consultant, Plante Moran, LLC, to conduct an Information Technology (IT) Organizational Assessment, which was then presented to a joint meeting of the Select Board, School Committee, and Finance Committee on December 5, 2023.

This report recommended that the Town and School technology departments be unified within a single structure under the direction of the School Department. This action is predicted to result in greater cohesion, efficiency, and collaboration; to better enable strategic planning; and to provide consistent implementation of policy, procedure, and training. Ms. Fitzpatrick noted that she and the Superintendent, Dr. Dan Gutekanst, have recommended to the School Committee, and the School Committee voted to support this recommendation at its meeting in January 2024.

Discussion ensued about the timing of the agreement, funding, cybersecurity, pupil records, public safety information, and the areas of commonality with respect to policy decisions for both School and Town. Ms. Fitzpatrick emphasized that an integral part of this consolidation is that the Town strengthen its services by investing in its IT infrastructure, including cybersecurity resources.

Motion by Ms. Dowd that the Select Board vote to endorse the consolidation of the Town and School Information Technology functions and recommend approval of a warrant article to fund transition efforts.

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

Close Annual Town Meeting Warrant

The Town Manager recommended that the Board vote to close the warrant for the 2024 Annual Town Meeting. Ms. Fitzpatrick noted that staff are recommending that the auditorium light and sound article be moved to the Special Town Meeting Warrant. The School Department intends to seek an emergency preamble and the Special Town Meeting adjourns before the Annual Town Meeting. The effect of this recommendation is to potentially speed up the design work. The School Department may request funding for construction of the Newman School Auditorium project in October. She also recommended that the Town Charter and By-Law proposal be moved to the Special Town Meeting Warrant, as the working group is still evaluating options to recommend.

Motion by Ms. Frail that the Select Board vote to close the warrant for the 2024 Annual Town Meeting Subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.
Second: Mr. Keane. Unanimously approved 5-0.

Town Manager Report

David Davison provided an update on the current status of the water and sewer bills. Following a transition to the new billing system in recent weeks which is now nearly complete, the public will be receiving a bill for October, November, and December by the end of February. The January, February, and March bills will be sent by the end of March. By July 1, residents will receive bills on a regular schedule once per quarter. An explanation of this update to the billing process will be included with bills for residents in case they have any questions.

7:40 p.m. Board Discussion:

Meeting Schedule April 2024

Ms. Cooley proposed revised meeting dates for April: April 16 and 30 and a tentative meeting on April 2.

Motion by Mr. Keane that the Select Board vote to adopt the following meeting schedule for April, 2024: April 2, 2024 (tentative); April 16, 2024 and April 30, 2024 (Joint Meeting with Planning Board).
Second: Ms. Frail. Unanimously approved 5-0.

Committee Reports

Cathy Dowd reported on the work of the By-Law and Charter Review Working Group, which met for the first time last week and focused on the by-laws. Ms. Fitzpatrick will share a draft of a Warrant Article for by-law review at the next meeting on February 27. The next item to be addressed will be charter review. Ms.

Cooley added that this review group will apply a holistic view to ensure committees are in sync with by-laws and charters.

Ms. Dowd also reported on the work of T-CHOC (Town-Financed Community Housing Oversight Committee). T-CHOC started oversight of the $1.4 million that was allocated to the Needham Housing Authority. Katie King will be putting together a report on work completed so far to be ready in mid-March.

Heidi Frail reported on the office hours held on January 30 and a meeting she held with Pack Four Cub Scouts.

7:50 p.m. Adjourn:

Motion by Mr. Nelson that the Select Board vote to adjourn the Select Board meeting of Tuesday, February 13, 2024.
Second: Mr. Frail. Unanimously approved 5-0.

A list of all documents used at this Select Board meeting is available at:
http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

The next Select Board meeting is scheduled for Tuesday, February 27, 2024, at 6:00 p.m.

Town of Needham
Select Board
Minutes for Tuesday, February 27, 2024
Powers Hall and
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:03 p.m. Call to Order:
A meeting of the Select Board was convened by Vice Chair Kevin Keane. Those present in person were Cathy Dowd, Marcus Nelson, and Town Manager Kate Fitzpatrick. Heidi Frail was present via Zoom. David Davison, Deputy Town Manager/Director of Finance and Susan Metropol, Recording Secretary, were also in attendance.

6:03 p.m. Public Comment Period:
No hands raised for public comment.

6:04 p.m. Application for a Change of Manager for an All-Alcohol License – 365 Management Company, LLC d/b/a Resident Inn by Marriott Boston Needham
Presenter: Artem Dinov, Proposed Manager of Record

Mr. Keane introduced Artem Dinov, Proposed Manager of Record for the Marriott Boston Needham, who participated via Zoom. The Residence Inn by Marriott Boston Needham, 80 B Street has applied for a Change of Manager. The review indicates that Artem Dinov meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. Ms. Fitzpatrick confirmed that the requisite filing materials appear to be in order.

Motion by Ms. Dowd that the Select Board, as Local Licensing Authority, approve and sign an application for a Change of Manager.
Second: Mr. Nelson. Unanimously approved 4-0.

6:10 p.m. Appointment Calendar and Consent Agenda:
Mr. Keane excused himself from powers Hall for the Appointment Calendar and Consent Agenda vote, as he was the requestor for an item on the Consent Agenda.
Motion by Ms. Dowd that the Select Board vote to approve the Appointment Calendar and Consent Agenda as presented.
Second: Ms. Frail. Unanimously approved 3-0.

APPOINTMENT CALENDAR

1.	Sue Barber	Stormwater By-Law Working Group Term Exp: 10/31/2024
2.	William Hebard	Conservation Commission Term Exp: 6/30/2025
3.	Kamryn Doerr	Climate Action Plan Committee Term Exp: 6/30/2024

4.	Fred Moder	Climate Action Plan Committee Term Exp: 6/30/2024

CONSENT AGENDA

1.	Approve a Mobile Food Vendor License renewal application for Cousins Maine Lobster to vend year round, once weekly on Tuesdays during permitted hours in permitted Mobile Food Vendor spaces on 1st Avenue between A and B Streets (pending completion of inspections by the Health and Fire departments).
2.	Accept the following donations made to Needham's Aging Services Division: • $50 from Pamela Shuman • $50 from William Concannon
3.	Approve a request from Kevin Keane, N2A Coordinator, to hold the road event "Needham2Arlington." The event is scheduled for Saturday, April 20, 2024, at 8:30am – 3:30 pm. The event and route have been approved by the following departments: Fire, Police, and Public Works.
4.	Approve a request from Ashly Scheufele, Needham Baseball & Softball Special Events, to hold the road event "Needham Baseball & Softball Opening Day." The event is scheduled for Sunday, April 21, 2024, at 10:30am – 12:00 pm. The event and route have been approved by the following departments: Fire, Police, Park & Recreation, and Public Works.
5.	Approve and sign Water Sewer Abatement #1324.

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Volante Farms	Grand Beer Fest	Volante Farms, 292 Forest Street	3/2/2024

6:11 p.m. Community Preservation Committee (CPC) Consultation:
Presenters: Laura Dorfman, Co-Chair of CPC, Lauren Spinney, CPC Administrative Coordinator, Cecilia Simchak, Assistant Director of Finance

Ms. Spinney outlined the appropriations of the CPA monies to each of the special reserve categories: community housing, open space, and historic resources. There will be appropriations to the following initiatives:

- Community Preservation Fund
- Needham Housing Authority Linden Street Redevelopment
- Needham High School Tennis Court Improvements
- DeFazio Fencing Improvements

The CPC has chosen to set aside 11% instead of 10% into each of the special reserve categories in order to cover for any variances between estimated and actual receipts. Since 2022, the Committee has elected to double the amount that is set aside for the community housing reserve to 22%. She noted that the Committee will likely vote

to continue this year. The Community Preservation Committee Public Hearing will be held on March 13 at 7:00 p.m. in the Charles River Room at the Public Services Administration Building and via Zoom.

6:24 p.m. Town Manager:

Climate Action Committee Composition & Charge

Ms. Fitzpatrick recommended that the Board review and make comment on a proposed composition and charge for a Climate Action Committee to follow the work of the Climate Action Plan Committee. The new standing committee would advise the Town and the Select Board on the implementation of policies and practices to achieve the objectives of the Climate Action Roadmap. Discussion ensued regarding the composition of the committee. Ms. Frail asked why the proposed Youth Member was non-voting. Ms. Fitzpatrick replied that staff would investigate.

6:30 p.m. Great Plain Avenue Corridor Redesign – Concept Presentations:
Presenters: Carys Lustig, Director of Public Works, Tyler Gabrielski, Director of Streets & Transportation

Representatives from three prequalified engineering firms presented their concept plans for the Great Plain Avenue Corridor Redesign project, as solicited by the Department of Public Works. Carys Lustig introduced presenters from Fuss & O'Neill, Environmental Partners, and Weston & Sampson. Ms. Lustig highlighted that the focus of evaluation will be on vision, ability to take input, and community outreach and consensus-building plans.

Fuss & O'Neill Project Team

Presenters: Matthew Skelly, Sr. Project Manager, Eileen Gunn, Associate/Business Line Manager, Ian Law, Landscape Architecture/Urban Planning/Downtown Vibrancy, Arnold Robinson, Public Outreach and Engagement

Eileen Gunn, Associate/Business Line Manager, thanked the Select Board for the opportunity to present Fuss & O'Neill's proposal for the downtown redesign. She outlined the firm's core elements of approach in designing their proposal: community engagement, consensus building, informed decision making, value added, and communication. She emphasized the role of the Community Development Department in developing a redesign through a community-driven design process that is informed by analysis. Matthew Skelly, Project Manager, continued the presentation by outlining the firm's approach of project delivery as follows:

1. Project Scoping
2. Develop Conceptual Alternatives
3. PAC Assessment & Revisions
4. Public Design Charette #1
5. Alternatives Refinement

6. Public Design Charette #2
7. Design Refinement & Selection
8. Pilot
9. Final Design
10. Construction

Mr. Skelly highlighted the firm's work on Dedham Avenue and Webster Street. The team then discussed community engagement and its central role in developing ideas and solutions for the Town, the tools used to ensure that all voices are heard in the community outreach process, and the community design Charette Process.

Discussion ensued between Select Board members and presenters regarding the importance of building networks for feedback and communication in community outreach, accessibility for feedback, and the role of the consulting firm and the Town in all levels of the project.

Environmental Partners Project Team
Presenters: Margot Schoenfelder, Project Manager, Conrad Leger, Director of Growth/Principal, Karen Fitzgerald, Director of Landscape Architecture (Toole Design Group)

The Environmental Partners Project Team introduced their proposal for the downtown redesign by emphasizing the importance of people-centered design. Margot Schoenfelder, Project Manager, outlined the six key elements of the firm's vision: traffic calming, pedestrian accommodations, green infrastructure, bicycle accommodations, and transit. Furthermore, the three main stages of the firm's approach are as follows: community visioning, stakeholder engagement, and design and construction.

Karen Fitzgerald, Director of Landscape Architecture for Toole Design Group, emphasized that evaluating the existing neighborhood and the background and physical work already conducted, combined with the firm's expertise, experiences, and best practices in design will lead to the creation of a conceptualization and for the redesign. The vision will drive the rest of the project and therefore the community must be included in creating the vision. Ms. Fitzgerald noted that community visioning includes recognizing that any changes in the core of downtown would be a catalyst for changes throughout the surrounding neighborhoods and potentially further throughout the community. Ms. Fitzgerald also outlined the firm's plans for stakeholder engagement, including gathering information, consensus building, and keeping people informed. Other key topics discussed included tactical urbanism to test out new design elements before construction and funding.

Discussion with Select Board members included topics such as communication and engagement fatigue on the part of the Town's residents, as well as the top design elements that the Town may want to consider, including reallocating space to places

that can be enjoyed by non-motorists and ensuring that there are connections to the downtown throughout the community.

Weston & Sampson Project Team
Presenters: Alyssa Peck, Client Manager, Johnathan Law, Project Manager/Lead Designer, Jeffrey Santacruce, Transportation Practice Leader

Alyssa Peck, Client Manager, introduced the presenters, highlighting the experience of Weston & Sampson working with the Town, with a track record of over 235 successfully completed projects for state departments of transportation and municipalities throughout New England.

Johnathan Law, Project Manager and Lead Designer, introduced the firm's process of project engagement, emphasizing the role of the community from the inception of a project. This project engagement approach includes interactive, collaborative engagement with both virtual and in-person opportunities for communication with stakeholders. The presenters referenced two previous projects that are comparable to the Great Plain Avenue redesign, with the aims of increasing multimodality and community-building. Of particular note was the ability in one project to complete work during the day with businesses running as usual, which will be important for this project as well.

Select Board members asked questions related to the collaborative process with DPW, sustainability with specific regard to costs and maintenance, and the potential for hydrology analysis in order to understand factors contributing to flooding in the downtown area. Ms. Peck emphasized the importance of flexibility in communicating with a wide range of Town departments, including but not limited to departments working on planning and conservation.

8:25 p.m. Town Manager (Continued):

2024 Annual Town Meeting Update
Ms. Fitzpatrick discussed the following updates to the draft warrant for the 2024 Annual Town Meeting:

- The Town By-Law and Charter Review Working Group recommended that the Board insert an article dealing only with by-law reviews. The proposal is for the creation of a seven-member committee, including designees of the Select Board, Planning Board, School Committee, Finance Committee, the Moderator, Town Clerk, and one Town Meeting member appointed by the other six. Ms. Dowd noted that the designee of a committee must be a former member of that committee.
- The Finance Committee requested changing the funding source for public health technical consulting from one-time funds to the tax levy.
- With respect to the Town and School IT Consolidation, there has been additional language added adopting MGL Chapter 71 Section 31 M. School

Labor Counsel and Town Counsel agreed that this would be beneficial to include in the Warrant Article.

- With regard to the Operating Budget, the Finance Committee submitted its proposed budget. Work continues on how to include the IT consolidation.

Motion by Ms. Dowd that the Select Board vote to approve updates to the 2024 Annual Town Meeting Warrant.
Second: Mr. Nelson. Unanimously approved 4-0.

May 13, 2024 Special Town Meeting Update
Ms. Fitzpatrick updated the Board on preparations for the May 13, 2024 Special Town Meeting. The Board is scheduled to call for the May 2024 Special Town Meeting and open the warrant at its meeting on March 12, 2024.

Town Manager Report
The Joint Committee on Municipalities and Regional Government held its first hearing on the Municipal Modernization Act on February 27. Ms. Fitzpatrick testified on the portion of this act that would set up a commission on Other Post-Employment Benefits and funding of unfunded liabilities.

8:36 p.m. Board Discussion:
Committee Reports
Ms. Frail presented updates on the Housing Needham (HONE) Working Group, finalizing the details of the base compliance map and strategizing for the creation of the neighborhood housing map. The final public meeting will be held on March 28th.

Mr. Keane reported on progress of the Town Seal and Branding Committee. At their most recent meeting, the committee viewed other towns' seals and will be meeting again to brainstorm at their next meeting.

Mr. Keane also met with the Needham High School Greater Boston Project class on town government and town meeting.

8:39 p.m. **Motion by Mr. Nelson that the Select Board enter into executive session pursuant to Exception 3: to discuss strategy with respect to collective bargaining with the Needham Independent Town Workers Association (ITWA) and Needham Independent Public Employees Association (NIPEA), where an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, and the chair so declares.**
Second: Ms. Dowd. Unanimously approved 4-0.

Note: The Executive Session portion of the meeting adjourned at 9:20 p.m.

A list of all documents used at this Select Board meeting is available at:
http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

The next Select Board meeting is scheduled for Tuesday, March 12, 2024, at 6:00 p.m.

Town of Needham
Water Sewer Billing System
Abatement Form

FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

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

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

Water Sales:	-$1,598.59
Water Irrigation:	$0.00
Water Admin Fees:	$0.00
Sewer Sales:	-$2,033.27
Transfer Station Charges:	$0.00
Total Abatement:	-$3,631.86

Order #: 1325

Read and Approved: Date

Michael J Rafferty 03/06/24

Water, Sewer, and Drains Superintendent, DPW

Date

3/6/24

Director of Public Works

Date

For the Select Board

Town of Needham
Water Sewer Billing System
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Total	Reason Code	Prepared By:
Chris Ruggeri	40813	15294	36	Gage St	-$183.49	-$182.74	$0.00	-$366.23	ACC	KB
Barry & Linda McNeilly	23357	1772	79	Tudor Rd	-$83.65	-$86.01	$0.00	-$169.66	ACC	KB
Elaine Casey	4697	17366	69	Edgewater Ln	-$28.45	-$27.22	$0.00	-$55.67	ACC	KB
Thomas Cunninham	10849	3480	65	Page Rd	-$41.86	-$39.49	$0.00	-$81.35	ACC	KB
Maria Cantor	37377	19070	43	Kingsbury St	-$290.89	-$282.66	$0.00	-$573.55	ACC	KB
Fang & Fu Qiong	46117	17506	51	Canterbury Ln	-$744.22	-$911.10	$0.00	-$1,655.32	ACC	KB
Amy Zhang	47069	23982	64	Putnam St	-$63.00	-$59.64	$0.00	-$122.64	ACC	KB
Keith & Susan Pescosolido	46561	4196	72	Prince St	-$163.03	-$444.41	$0.00	-$607.44	ACC	KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
							$0.00	$0.00		KB
				Totals:	-$1,598.59	$0.00 -$2,033.27	$0.00	-$3,631.86		

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

Verified By: 03/06/24

Mangement Analyst, DPW