SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. April 15, 2025

Town Hall
Select Board Chambers
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, 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://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Webinar ID: 826 0101 3229
Passcode: 652800
One tap mobile: +16469313860,,82601013229#,,,,*652800#

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 (if 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.	**6:10**	Select Board Reorganization
2.	**6:15**	Public Hearing: Eversource Grant of Location – 124 Edgewater Drive • Joanne Callender, Eversource Energy
3.	**6:20**	Public Hearing: Eversource Grant of Location – 1266 South Street • Joanne Callender, Eversource Energy
4.	**6:30**	Flood Plain Zoning Warrant Articles • Planning Board • Lee Newman, Director of Planning and Community Development
5.	**6:50**	Police Department Annual Report • John Schlittler, Chief of Police • Chris Baker, Deputy Police Chief • Kelsey Cournoyer, Crime Analyst
6.	**7:15**	Nuclear Disarmament Resolution Citizens Petition • Joseph McCabe, Lead Petitioner
7.	**7:30**	Revolving Fund Warrant Article • Hank Haff, Director of Building Design and Construction • Gabby Queenan, Sustainability Manager
8.	**7:45**	Town Manager • Positions on Warrant Articles • Meeting Schedule • Town Manager Report
9.	**8:30**	Board Discussion • Committee Reports

APPOINTMENT CALENDAR

1.	Cindy Chaston	Stephen Palmer Reuse Development Committee Term Exp: June 30, 2027

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Select Board Open Session Minutes of March 11, 2025; March 25, 2025; March 28, 2025; and April 1, 2025 and the Subcommittee for Town Manager Negotiations Open Session Minutes of April 9, 2025.
2.	Accept the following donation made to Needham Park and Recreation: • $25 from Claire Blum for Spring tree plantings
3.	Accept the following donations made to Needham's Aging Services Division: • $20 from Helen Terry Checket • $20 from Susan Allen • $20 from Kaimana Komulainen • $20 from JFS of Metrowest • $20 from Anne Essaran • $20 from Eleanor Jaspersohn • $20 from Ya Chun

	• $20 from Louise Tardif • $20 from Harriet Lazarus
4.	Accept the following donations made to Needham Public Health Division: • $500 from Friends of Needham Board of Health & Traveling Meals Program for Needham's Gift of Warmth program • $25 from Claire Bloom for Needham's Gift of Warmth program
5.	Accept the following donation made to the Needham Community Revitalization Trust Fund: • $1295 from Michael Bailit of Bailit Health Purchasing, LLC
6.	Approve a request from Paula Jacobson, Executive Director of Charles River YMCA, to hold the road event "Annual Charles River YMCA Independence Day 5K" in Needham. The event is scheduled for Friday, July 4, 2025, starting at 8:30 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
7.	Approve a request from Ashly Scheufele, Special Events Coordinator for Needham Baseball & Softball, to hold the road event "Needham Baseball & Softball Opening Day Celebration" in Needham. The event is scheduled for Sunday, May 4, 2025, starting at 11:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
8.	Extend the approval for the Needham Art Association's "Art Outside" to display eight banners at Nehoidan Street at May Street and Rosemary Street at Highland Avenue through August 30, 2026.

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Jamie Silverberg	55 Rybury Hillway	55, 61, and 52 Rybury Hillway	5/31/25	12pm-5pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham Community Council	Party for the Pantry	Powers Hall, Needham Town Hall 1471 Highland Avenue	3/29/2025
Knights of Columbus Needham	CRUDEM Trivia Night	Knights of Columbus Hall 1211 Highland Avenue	4/11/2025

NEEDHAM SELECT BOARD
RE-ORGANIZATION MEETING FOR APRIL 15, 2025

1. Town Clerk swears in new member(s).

2. Chair calls for nominations for the re-organization of the Select Board.

   Chair: _____

   Vice Chair: _____

   Secretary/Clerk: _____

3. Members now change to new seating arrangement.

4. The Select Board regular meeting schedule for the year.

April 22, 2025	August 12, 2025	November 25, 2025	February 24, 2026
May 13, 2025	September 9, 2025	December 2, 2025	March 10, 2026
May 27, 2025	September 24, 2025*	December 16, 2025	March 24, 2026
June 10, 2025	October 14, 2025	January 13, 2026	April 14, 2026
June 24, 2025	October 28, 2025	January 27, 2026	
July 22, 2025	November 12, 2025*	February 10, 2026	

*Wednesday

5. Committee Secretary for Select Board: ☐ Myles Tucker

   _____

6. Recording Secretary for Select Board: ☐ Susan Metropole

Town of Needham Select Board
(1950 - 2025)

2027-28					
2026-27					
2025-26	Heidi Frail			Kevin Keane	Joshua Levy
2024-25		Catherine Dowd	Marianne B. Cooley		
2023-24				Kevin Keane	
2022-23	Heidi Frail			Lakshmi Balachandra	Marcus Nelson
2021-22		Matthew D. Borrelli	Marianne B. Cooley		
2020-21				Maurice P. Handel	John A. Bulian
2019-20	Daniel P. Matthews				
2018-19		Matthew D. Borrelli	Marianne B. Cooley		
2017-18				Maurice P. Handel	John A. Bulian
2016-17	Daniel P. Matthews				
2015-16		Matthew D. Borrelli	Marianne B. Cooley		
2014-15			Marianne B. Cooley	Maurice P. Handel	John A. Bulian
2013-14	Daniel P. Matthews	Matthew D. Borrelli			
2012-13		James G. Healy	Gerald A. Wasserman		
2011-12				Maurice P. Handel	John A. Bulian
2010-11	Daniel P. Matthews				
2009-10		Denise C. Garlick	Gerald A. Wasserman		
2008-09				James G. Healy	John A. Bulian
2007-08	Daniel P. Matthews				
2006-07		John H. Cogswell	Gerald A. Wasserman		
2005-06				James G. Healy	John A. Bulian
2004-05	Daniel P. Matthews				
2003-04		John H. Cogswell	Gerald A. Wasserman		
2002-03				Colleen Schaller	William M. Powers
2001-02	Daniel P. Matthews				
2000-01		John H. Cogswell	Gerald A. Wasserman		
1999-00				Ted Owens	William M. Powers
1998-99	Daniel P. Matthews				
1997-98		John H. Cogswell	John D. Marr, Jr.		William M. Powers
1996-97				Ted Owens	
1995-96	Daniel P. Matthews				David F. Edridge, Jr.
1994-95		Sally B. Davis	John D. Marr, Jr.	Ted Owens	
1993-94					
1992-93	H. Phillip Garrity, Jr.			Marcia M. Carleton	David F. Edridge, Jr.
1991-92		Sally B. Davis	John D. Marr, Jr.		
1990-91				Marcia M. Carleton	David F. Edridge, Jr.
1989-90	H. Phillip Garrity, Jr.				
1988-89					

Town of Needham Select Board
(1950 - 2025)

1987-88		Sally B. Davis	John D. Marr, Jr.		
1986-87	H. Phillip Garrity, Jr.			Marcia M. Carleton	David F. Edridge, Jr.
1985-86					
1984-85		Sally B. Davis	Norman P. Jacques		
1983-84	H. Phillip Garrity, Jr.			Marcia M. Carleton	Francis A. Faccetti
1982-83					
1981-82		Henry D. Hersey	Norman P. Jacques		
1980-81	H. Phillip Garrity, Jr.			Marcia M. Carleton	Francis A. Faccetti
1979-80	H. Phillip Garrity, Jr.				
1978-79		Henry D. Hersey	Norman P. Jacques		
1977-78	Richard M. Salamone			E. Loretta Reynolds	Francis A. Faccetti
1976-77					
1975-76		Henry D. Hersey	Benedict Horowitz		
1974-75	Richard M. Salamone			E. Loretta Reynolds	H. Phillip Garrity, Jr.
1973-74					
1972-73		Henry D. Hersey	Benedict Horowitz		
1971-72	Richard M. Salamone			John C. Hatch	H. Phillip Garrity, Jr.
1970-71					
1969-70		Henry D. Hersey	Benedict Horowitz		
1968-69	Richard M. Salamone			Paul F. Saint	Philip F. Foss
1967-68					
1966-67		Henry D. Hersey	Peter W. Carre		
1965-66	Clarke H. Wertheim			Paul F. Saint	Philip F. Foss
1964-65					
1963-64		Henry D. Hersey	Peter W. Carre	Paul F. Saint	
1962-63	Clarke H. Wertheim			J. Roland Ackroyd	Philip F. Foss
1961-62					
1960-61		Marian F. Keith	Peter W. Carre		
1959-60	Clarke H. Wertheim			J. Roland Ackroyd	Philip F. Foss
1958-59					
1957-58		Marian F. Keith	Peter W. Carre		
1956-57	Clarke H. Wertheim	Marian F. Keith	Edward J. Stewart	Everett C. Cross	Philip F. Foss
1955-56	By vote of STM 11.14.1955, the Board expanded to five members elected to three-year terms	Until 1956, there were three members elected to one-year terms	Edward J. Stewart	Everett C. Cross	Philip F. Foss
1954-55			Edward J. Stewart	Everett C. Cross	Philip F. Foss
1953-54			Edward J. Stewart	George M. Pond	Frank E. Godfrey
1952-53			Edward J. Stewart	George M. Pond	Frank E. Godfrey
1951-52			Edward J. Stewart	George M. Pond	Emery S. Doane
1950-51			Edward J. Stewart	George M. Pond	Emery S. Doane

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 124 Edgewater Drive
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately forty-four feet of conduit in Edgewater Drive. The reason for this work is to provide service to 124 Edgewater Drive.

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 forty-four feet of conduit in Edgewater Drive.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Myles Tucker, 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: 3-26-25 REVIEWER: R.W.W.

SITE LOCATION: #124 EDGEWATER DR. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only Peer Review tar

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 3'
- ☑ Depth of Conduit
- ☑ Utility Conflicts
- ☑ Crossing Perpendicular to Road
- ☑ Public Road
- ☑ Double Pole
- ☑ Old Pole Removed N/A
- ☑ Cables Transferred to New Pole No
- ☑ New Riser on Pole No
- ☑ Visible Trench Patch across Road/Sidewalk No
- ☑ Abutters List Complete
- ☑ Photos Included

Department Head _____

COMMENTS:

THIS ONE LOOKS GOOD, NO TRENCHING, NO RISER ON POLE AS OF YET. THE POLE (#12) APPEARS TO BE CLOSER TO THE PROPERTY LINE THAN IS SHOWN ON THE PETITION PLAN.

The application is complete pending a Public hearing- tar 4/7/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

March 25, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Edgewater Drive
Needham, MA
W.O.# 19841986

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 44 feet of conduit in Edgewater Drive.

The reason for this work is to provide service to #124 Edgewater Drive.

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:

Edgewater Drive - **Easterly from pole 402/12, approximately 1,654 feet west of South Street, install approximately 44 feet of conduit.**

W.O.# 19841986

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 March 7, 2025** 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 _____ Select Board
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2025 at _____ in said Town.

1 _____
2 _____ Select Board
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM,** Masssachusetts, duly adopted on the _____ day of _____, 2025 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 March 7, 2025,** and filed herewith, under the following public way or ways of said Town:

Edgewater Drive - **Easterly from pole 402/12, approximately 1,654 feet west of South Street, install approximately 44 feet of conduit.**

W.O.# 19841986

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

Dated this 25th day of March 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

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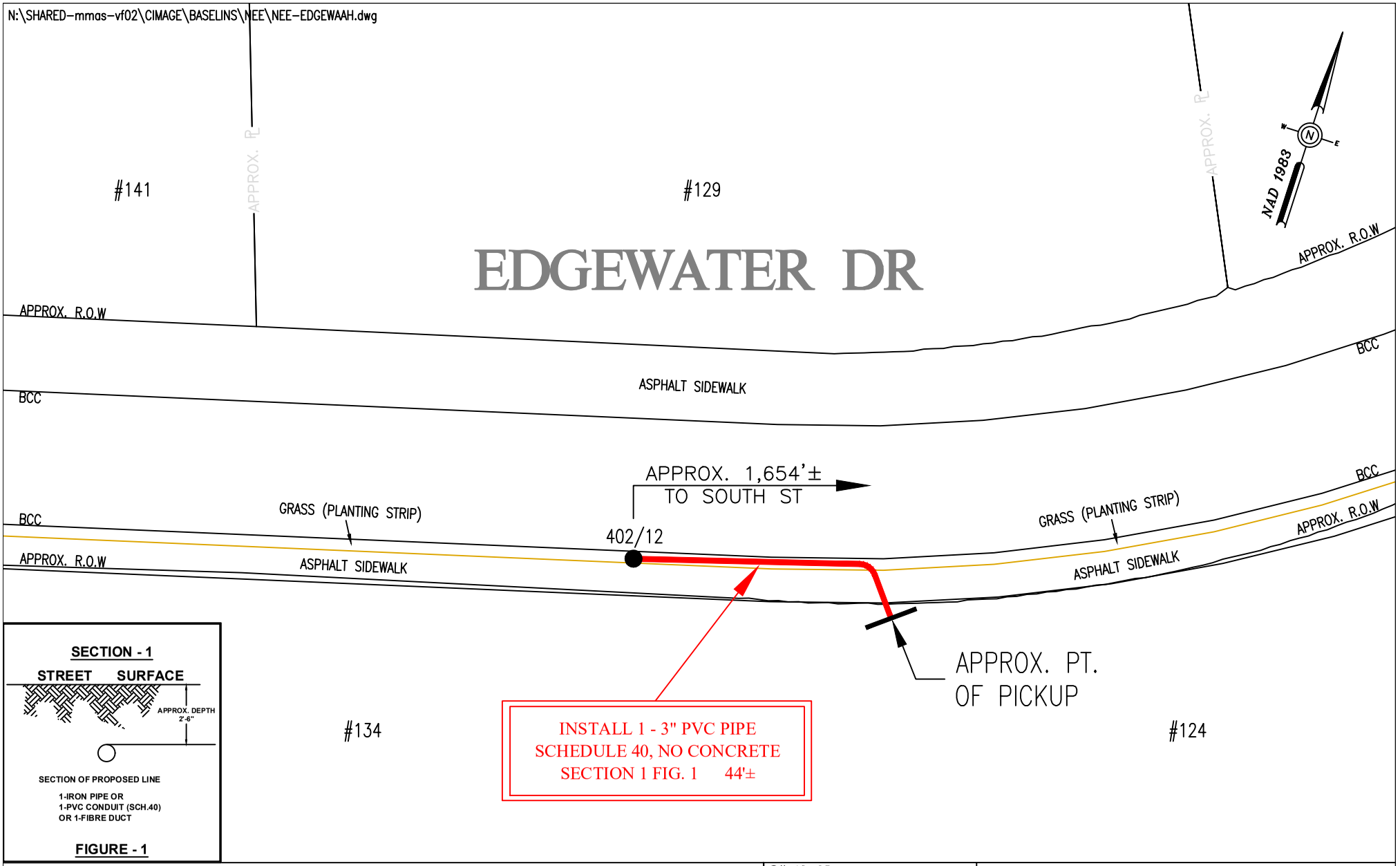


SECTION - 1

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# 48-25	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 19841986	*Plan of* EDGEWATER DR
Surveyed by: N/A	NEEDHAM
Research by: GR	Showing PROPOSED CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date MARCH 7, 2025
P#	SHEET 1 of 1

PROPOSED SITE PLAN
124 EDGEWATER DRIVE
NEEDHAM, MASSACHUSETTS

1 INCH = 20 FEET JANUARY 31, 2024

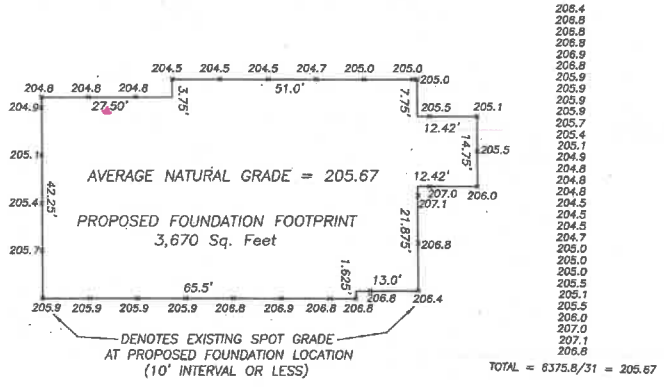
SNELLING & HAMEL ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS & ENGINEERS
P.O. BOX 102
LINCOLN, MASSACHUSETTS 01773
(781) 259-0071

OWNERS OF RECORD:
ANDREW J. MAHR
&
JULIA D. MAHR
BK.38078 PG.542

1 INCH = 20 FEET

0 10 20 40 60 80

- ZONING DISTRICT: RESIDENCE "A"
- THE LOCATION OF THE SUBSURFACE UTILITIES IS APPROXIMATE & BASED ON FIELD OBSERVATION & INFORMATION PROVIDED FROM NEEDHAM ENGINEERING DEPT.
- CALL DIG-SAFE TO IDENTIFY THE SUBSURFACE UTILITY LOCATIONS PRIOR TO ANY EXCAVATION OR CONSTRUCTION.
- THE ELEVATION DATUM WAS ESTABLISHED WITH THE USE OF STONEX GPS EQUIPMENT & ADJUSTED TO THE TOWN OF NEEDHAM BASE.
- THE 100 YEAR FLOOD ZONE IS SHOWN HEREON (EL = 201.4) IS TAKEN FROM FLOOD INSURANCE RATE MAP NUMBER 25021C0038E, EFFECTIVE JULY 17, 2012.
- THE MEAN ANNUAL HIGH WATER LINE (R-SERIES FLAGS) & BOUNDARY OF BORDERING VEGETATED WETLANDS (A- & B-SERIES FLAGS) WAS IDENTIFIED & FLAGGED BY ECOTEC, INC. IN MAY 2022.
- THE TREES SHOWN WITH (X) ARE TO BE REMOVED.
- FOR SIZE & IDENTIFICATION OF "TREE 1 - TREE 19" SEE REPORT TITLED, "ASSESSMENT OF TREES IN BUFFER ZONE, 124 EDGEWATER ROAD, NEEDHAM, MA", DATED JUNE 3, 2022, REVISED FEBRUARY 8, 2023, & PREPARED BY PLANT HEALTHCARE CONSULTANTS, INC.
- NO DETERMINATION REGARDING COMPLIANCE WITH ZONING REGULATIONS IS PROVIDED BY THE PROFESSIONAL LAND SURVEYOR.
- PROPOSED TOP OF FOUNDATION = 207.47
- PROPOSED GARAGE SLAB ELEVATION = 206.5
- PROPOSED ROOF RIDGE ELEVATION = 238.25
- AVERAGE NATURAL GRADE = 205.67
- PROPOSED BUILDING HEIGHT = 32.58
- PROPOSED LOT COVERAGE = 3,670 / 62,600 = 5.9%



TOTAL = 6375.8/31 = 205.67

BENCHMARK: (TOWN OF NEEDHAM BASE)
BM - SPIKE UP 0.7'± IN UTILITY POLE
ELEVATION = 209.55

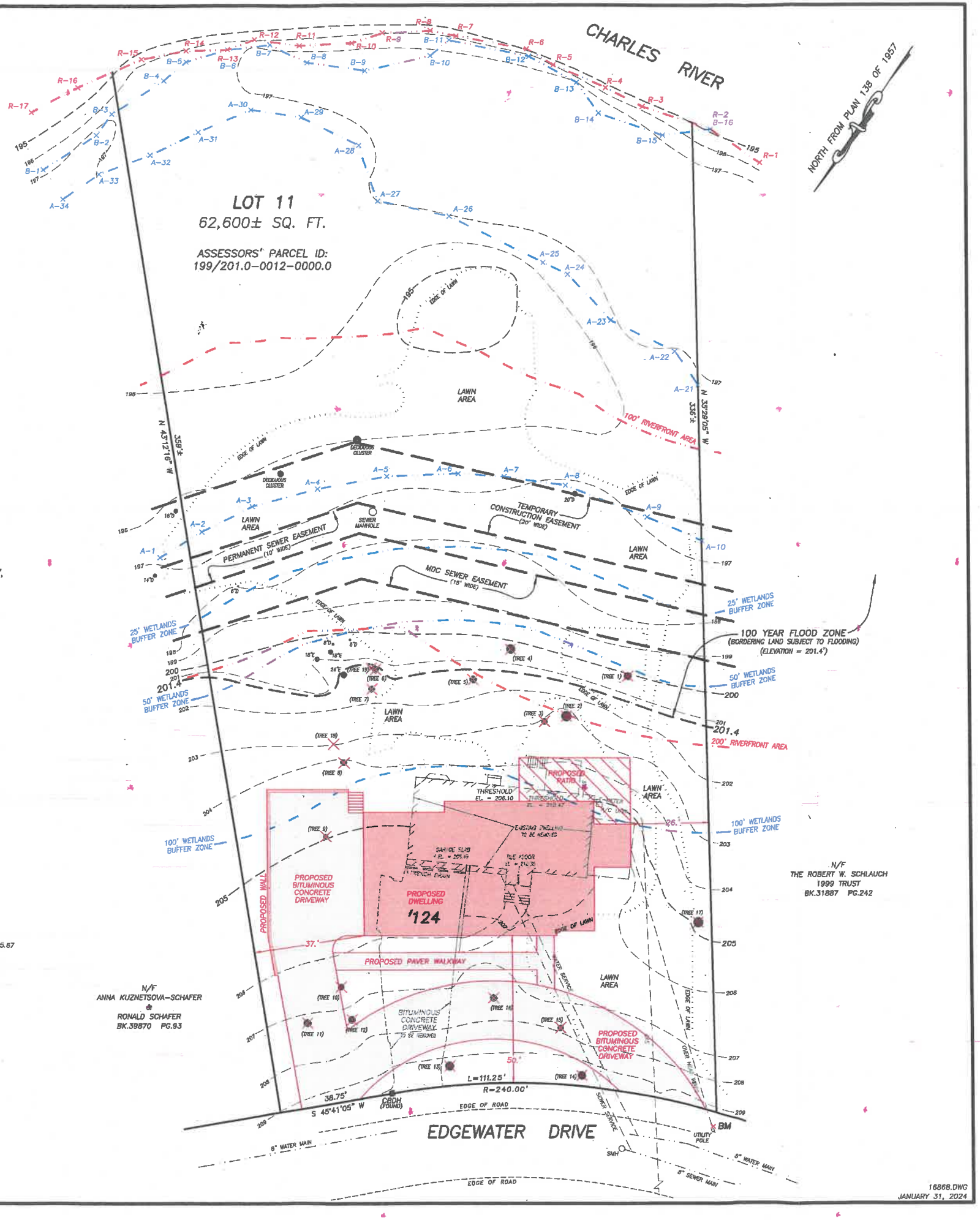
PLAN REFERENCES:
- PLAN NUMBER 138 OF 1957, RECORDED IN PLAN BOOK 203
- PLAN NUMBER 214 OF 1989, RECORDED IN PLAN BOOK 378

I HEREBY STATE THAT THE LOCATION OF THE FEATURES SHOWN HEREON IS THE RESULT OF A FIELD SURVEY PERFORMED AS OF JUNE 22, 2022, WITH THE USE OF A TOPCON TOTAL STATION.

JOHN R. HAMEL
PROFESSIONAL
LAND SURVEYOR

COMMONWEALTH OF MASSACHUSETTS
JOHN R. HAMEL # 35029 PROFESSIONAL LAND SURVEYOR

JANUARY 31, 2024
DATE:



16868.DWG
JANUARY 31, 2024

N

1"=40'

EDGEWATER DRIVE

#111

#129

#141

#112

#134

#124

OLD #124

PROP. DRIVEWAY

PROP. DRIVEWAY

PROP. #124

POLE #402/12

PROP. 3/4" CONDUIT LOCATION

FINANCING
PROVIDED BY
NB NeedhamBank
What can we help you build?

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:15 p.m. on Tuesday, April 15, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated March 25, 2025, to install approximately forty-four feet of conduit in Edgewater Drive. The reason for this work is to provide service to 124 Edgewater Drive.

A public hearing is required, and abutters are hereby notified.

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

Kevin Keane
Heidi Frail
Catherine Dowd
Marianne Cooley
Joshua Levy

SELECT BOARD

You are invited to a Zoom webinar:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Passcode: 652800
Webinar ID: 826 0101 3229

Dated: April 7, 2025

124 EDGEWATER DRIVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/201.0-0012-0000.0	MAHR, ANDREW J. &	MAHR, JULIA D	124 EDGEWATER DR	NEEDHAM	MA	02492-
199/201.0-0013-0000.0	SCHLAUCH, ROBERT W ., TR	THE ROBERT W SCHLAUCH 1999 TRUST	134 EDGEWATER DR	NEEDHAM	MA	02492-
199/201.0-0035-0000.0	111 EDGEWATER DRIVE HOLDINGS LLC		72 CLUBHOUSE DR	MOULTONB	NH	03254-
199/201.0-0034-0000.0	JOHNSON, KAREN MICHELLE TR.	KAREN M JOHNSON 2016 REVOCABLE TRUST	129 EDGEWATER DR	NEEDHAM	MA	02492-
199/201.0-0011-0000.0	KUZNETSOVA-SCHAFER , ANNA &	SCHAFER, RONALD	112 EDGEWATER DR	NEEDHAM	MA	02492-
199/201.0-0033-0000.0	LOVETT, WILLIAM &	LOVETT, JACQUELINE	141 EDGEWATER DR	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.....

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 1266 South Street
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately twenty-four feet of conduit in South Street. The reason for this work is to provide service to 1266 South Street.

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 twenty-four feet of conduit in South Street.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Myles Tucker, 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: 2-25-25 REVIEWER: R.W.A.

SITE LOCATION: #1266 South St UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only Peer Review tar

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 No
- ☑ Old Pole Removed N/A
- ☑ Cables Transferred to New Pole No
- ☑ New Riser on Pole No
- ☑ Visible Trench Patch across Road/Sidewalk No
- ☐ Abutters List Complete
- ☑ Photos Included

Department Head

COMMENTS:

THIS ONE LOOKS GOOD, NO TRENCHING, NO RISER ON POLE AS OF YET.

The application is complete pending a public hearing- tar 4/7/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

March 25, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: South Street
Needham, MA
W.O.# 20031917

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 24 feet of conduit in South Street.

The reason for this work is to provide service to #1266 South Street.

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

Very truly yours,

Richard M. Schifone

Richard M. Schifone
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:

South Street - **Southerly from pole 12/143, approximately 145 feet east of Crestview Road, install approximately 24 feet of conduit.**

W.O.# 20031917

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 26, 2025** 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 _____ 2025 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 _____, 2025 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 26, 2025,** and filed herewith, under the following public way or ways of said Town:

South Street - **Southerly from pole 12/143, approximately 145 feet east of Crestview Road, install approximately 24 feet of conduit.**

W.O.# 20031917

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

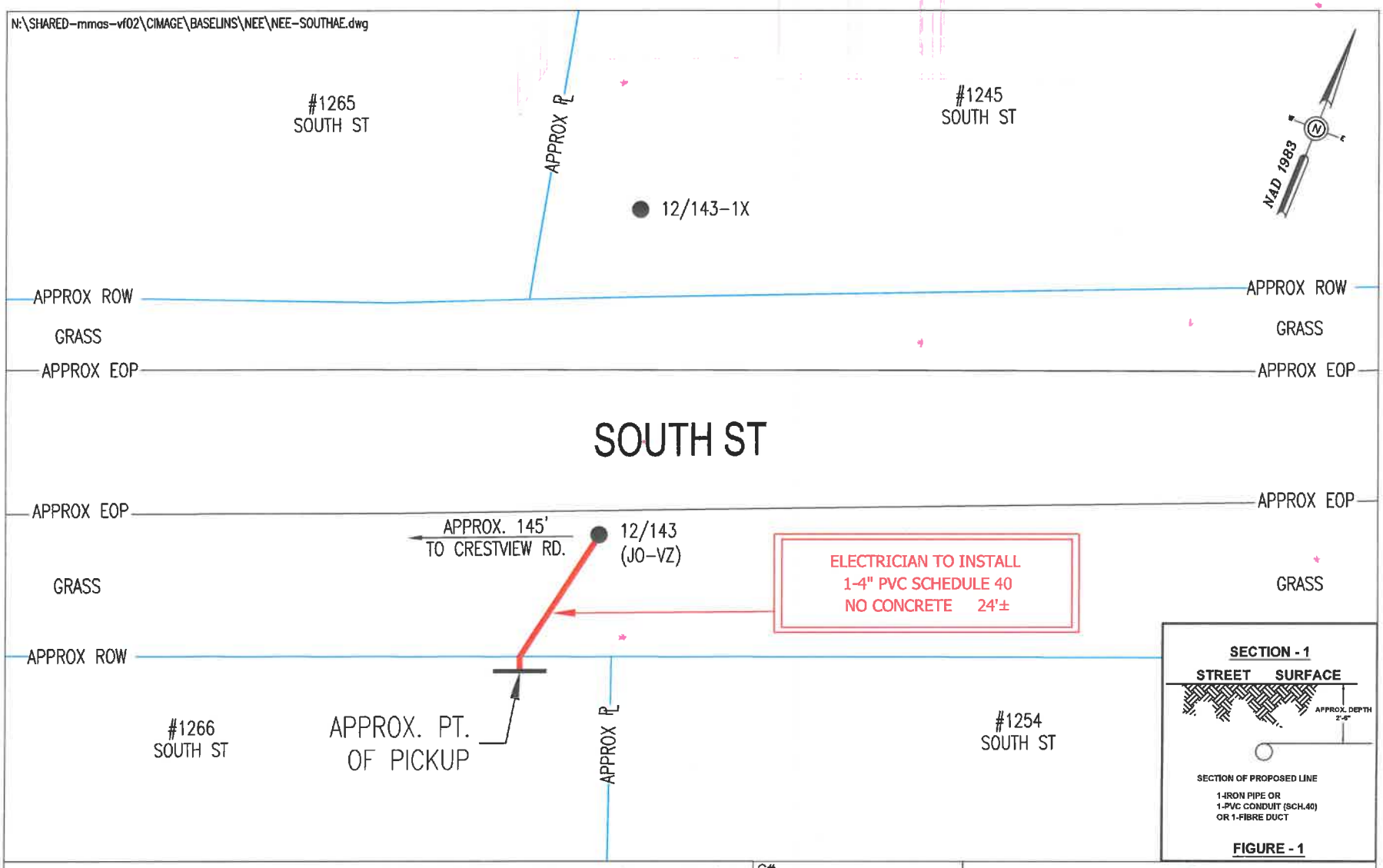
By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 25th day of March 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____



0 30 60

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#	
Ward #	
Work Order # 20031917	
Surveyed by: N/A	
Research by: GR	
Plotted by: VT	
Proposed Structures: GR	
Approved: K. RICE	
P#	

NSTAR ELECTRIC d/b/a EVERSOURCE

1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

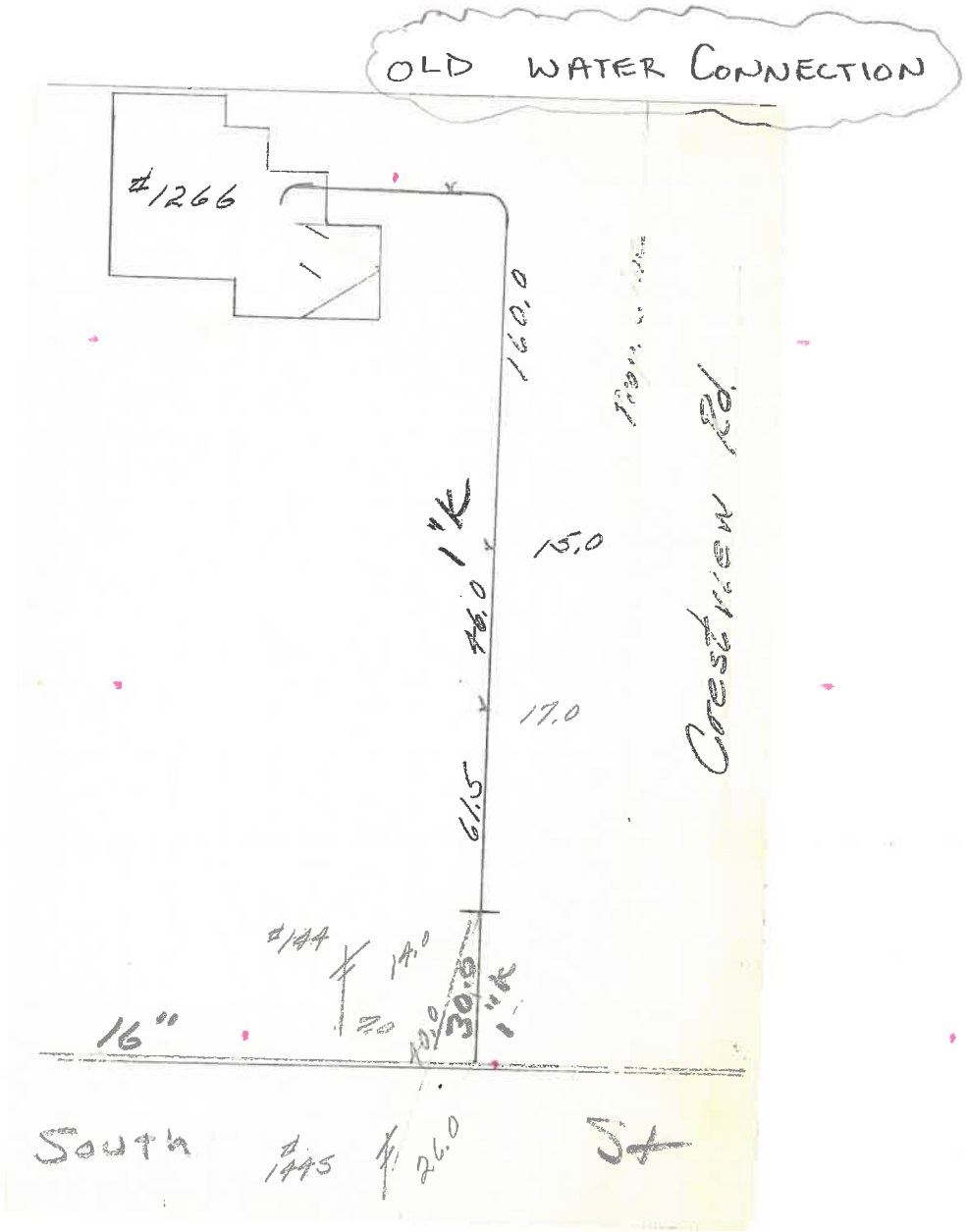
Plan of SOUTH ST

NEEDHAM

Showing PROPOSED ELECTRICIAN CONDUIT LOCATION

Scale 1"=20' Date FEBRUARY 26, 2025

SHEET 1 of 1


OLD WATER CONNECTION
#1266
150.0
75.0
46.0
17.0
61.5
Coesewiew Rd.
#144
14.0
20.0
30.0
16"
South
#1445
26.0

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel Number: MAP 209, LOT 18

Building Permit Number: _____

Zoning District: RURAL RESIDENCE CONSERVATION

Lot Area: 43,566 S.F. (1.00 ACRES)

Address: 1266 SOUTH STREET

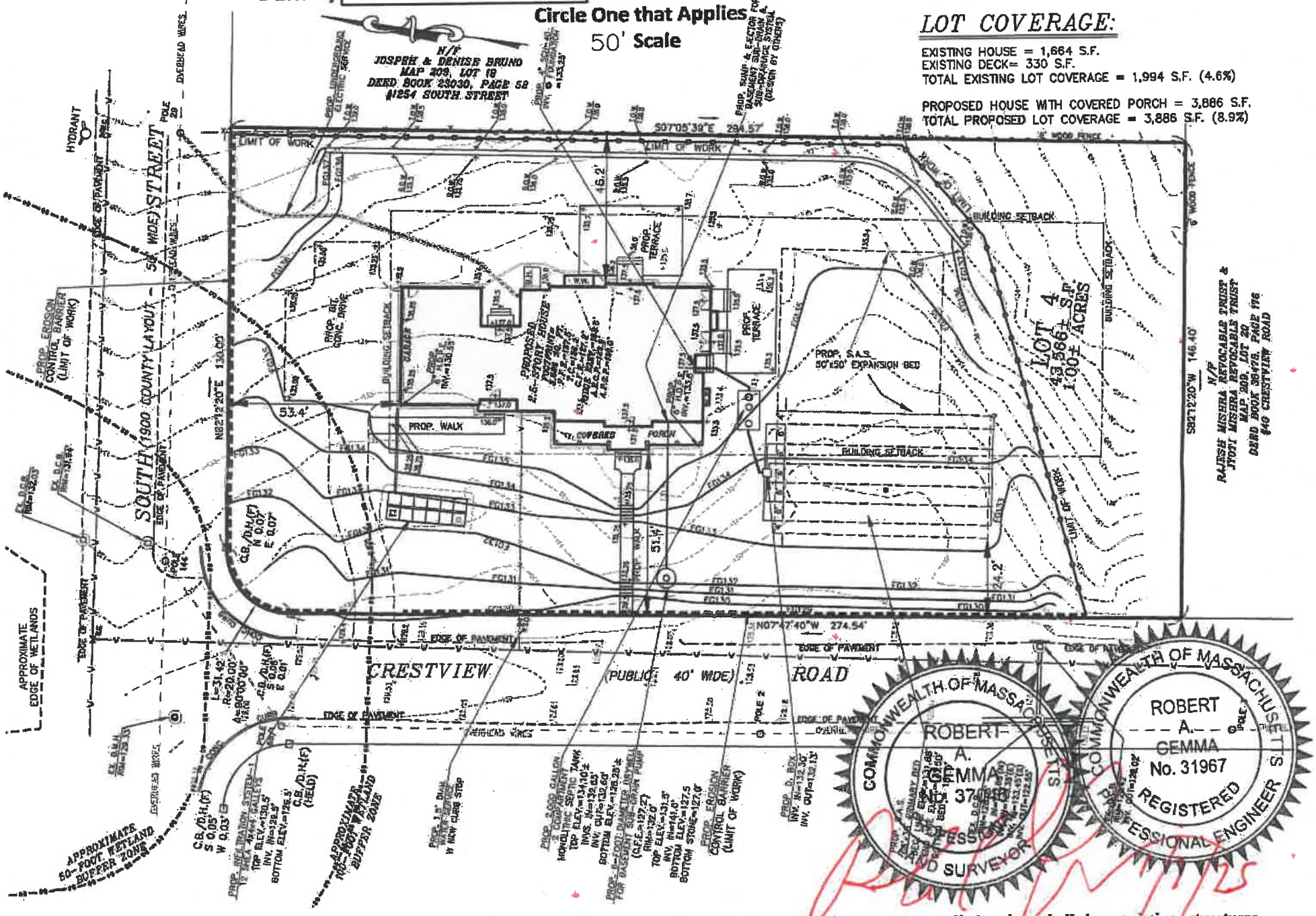
Owner: 1266 SOUTH STREET, LLC

Builder: PACE BUILDERS

DEMO / PROPOSED PLOT PLAN / FOUNDATION AS-BUILT / FINAL AS-BUILT

Circle One that Applies

50' Scale



LOT COVERAGE:

EXISTING HOUSE = 1,664 S.F.
EXISTING DECK= 330 S.F.
TOTAL EXISTING LOT COVERAGE = 1,994 S.F. (4.6%)

PROPOSED HOUSE WITH COVERED PORCH = 3,886 S.F.
TOTAL PROPOSED LOT COVERAGE = 3,886 S.F. (8.9%)

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

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.
The above is subscribed to and executed by me this 7TH day of JANUARY, 2025.

Name: ROBERT A. GEMMA PLS#37046, Registered Land Surveyor Date: 01/07/2025
Address: 75 FRANKLIN STREET City: FRAM., State: MA Zip: 01702 Phone: (508)626-0063
Approved: _____, Director of Public Works Date: _____
Approved: _____, Building Inspector Date: _____

W CRESTVIEW RD.

RAISMAN WAY

ALY

SOUTH ST.

PROP. DRIVE

PROP. #1266

OLD #1266

#1254

#1265

#1285

#1-4

PROPOSED GAZEBO LOCATION

POLE #12/143

1"=40'

N

62

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:20 p.m. on Tuesday, April 15, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated March 25, 2025, to install approximately twenty-four feet of conduit in South Street. The reason for this work is to provide service to 1266 South Street.

A public hearing is required, and abutters are hereby notified.

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

Kevin Keane
Heidi Frail
Catherine Dowd
Marianne Cooley
Joshua Levy

SELECT BOARD

You are invited to a Zoom webinar:
https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09
Passcode: 652800
Webinar ID: 826 0101 3229

Dated: April 7, 2025

1266 SOUTH ST

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/209.0-0019-0000.0	BRUNO, JOSEPH D. &	BRUNO, DENISE A	1254 SOUTH ST	NEEDHAM	MA	02492-
199/211.0-0004-0000.0	ROTMAN, MICHAEL J &	ROTMAN, NANCY E	1265 SOUTH ST	NEEDHAM	MA	02492-
199/209.0-0016-0000.0	CAPUTO, MICHAEL L. TRS		125 TUDOR RD	NEEDHAM	MA	02492-
199/209.0-0018-0000.0	KORZON, JEFFREY W.	KORZON, DAVID A.	1 CREST RD	WELLESLEY	MA	02482-
199/211.0-0005-0000.0	CHARLES RIVER ASSOC FOR RETARDED		59 EAST MILITIA HEIGHTS	NEEDHAM	MA	02492-
199/209.0-0015-0000.0	CAPUTO, MICHAEL L. TR		125 TUDOR RD	NEEDHAM	MA	02492-
199/209.0-0017-0000.0	VERGADOS, PETER J. &	VERGADOS, ANGELICA D	5 CRESTVIEW RD	NEEDHAM	MA	02492-
199/211.0-0003-0000.0	SHTEIN, TATYANA		1245 SOUTH ST	NEEDHAM	MA	02492-
199/209.0-0020-0000.0	MISHRA, RAJESH TR. &	MISHRA, JYOTI TR	40 CRESTVIEW RD	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.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Flood Plain Zoning Warrant Articles
Presenter(s)	Planning Board Lee Newman, Director of Planning and Community Development

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

The Planning Board and Ms. Newman will discuss with the Board Articles 5 and 6 on the May 12, 2025 Special Town Meeting Warrant. These articles would amend the Zoning By-law to update the Town's flood plain zoning to align with new FEMA maps.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. Flood Plain Zoning Comparison Maps
b. May 12, 2025 Special Town Meeting Warrant (under separate cover)

T:\Engineering\DPW Eng Branches\CAD-Drafting\Needham Town Maps\FEMA - FIRM Maps\2025 FEMA Flood Plain FIRM Draft Map.dwg, 2/20/2025 3:32:28 PM, tsamo

TOWN OF NEEDHAM MASSACHUSETTS

2012-2025 FEMA FLOOD PLAIN COMPARISON

DRAFT

USE DISTRICTS

- SRA — SINGLE RESIDENCE - A
- SRB — SINGLE RESIDENCE - B

OVERLAY DISTRICTS

- FEDERAL - FLOOD PLAIN BOUNDARY (FEMA) JULY 17, 2012 (ALL ELEVATIONS REFER TO U.S.G.S MEAN SEA LEVEL DATUM)
- FEDERAL - FLOOD PLAIN BOUNDARY (FEMA) Revised Preliminary APRIL 7, 2023 (ALL ELEVATIONS REFER TO U.S.G.S MEAN SEA LEVEL DATUM)
- BOUNDARY for ARTICLE 26 of MAY 6, 2015

TOTAL ACREAGE

1,070.41± Acres	2012 FEDERAL FEMA FLOOD PLAIN BOUNDARY
1,193.13± Acres	2023 FEDERAL FEMA FLOOD PLAIN BOUNDARY
85 Elevation	ARTICLE 26 MAY 6, 2015

SCALE
1" = 1100'
0 550 1100 1650 2200 2750 3300

NOTE:
Zoning information was constructed from articles provided by the Town of Needham Planning Board. All data is for display purposes only and should not be considered accurate, current or complete. The Town of Needham assumes no liability for misuse or alteration of this data. This road map portrays roads that have been constructed and are in general use for vehicular traffic. Road data was updated based on April 2009 aerial photographs and includes data from the Town of Needham Department of Public Works and Engineering Division.

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T:\Engineering\DPW Eng Branches\CAD-Drafting\Needham Town Maps\FEMA - FIRM Maps\2025 FEMA Flood Plain FIRM Draft Map.dwg, 2/20/2025 3:28:28 PM, tsamo

2012-2025 FEMA SQUARE FOOTAGE COMPARISON

DRAFT

Scale 1" = 1000 Ft

TOTAL ACREAGE

1,070.41± Acres	2012 FEDERAL FEMA FLOOD PLAIN BOUNDARY
1,193.13± Acres	2025 FEDERAL FEMA FLOOD PLAIN BOUNDARY
85 Elevation	ARTICLE 26 MAY 6, 2015

AREA-1

2012
15,751,800.0± Sq. Ft.
361.6 ±Acres
2025
20299971.0± Sq. Ft.
466.0± Acres

AREA-2

2012
13,139,404.0± Sq. Ft.
301.6 ±Acres
2025
13,288,797.0± Sq. Ft.
305.1± Acres

AREA-3

2012
10,526,595.0± Sq. Ft.
241.7 ±Acres
2025
11,723,864.0± Sq. Ft.
269.1± Acres

AREA-4

2012
6,826,966.6± Sq. Ft.
156.73 ±Acres
2025
6,660,273.30± Sq. Ft.
152.9± Acres

012 FEMA FLOOD PLAIN 0.59± Acres

012 FEMA FLOOD PLAIN 156.73± Acres

2025 FEMA 3,759,620.9± Sq. Ft. 86.31± Acres

2025 FEMA 1,699,459.2± Sq. Ft. 39.01± Acres

2015 EXISTING NEEDHAM FLOOD PLAIN 6,827,158.60± Sq. Ft. 156.73± Acres ARTICLE 26 MAY 6, 2015

2025 FEMA 5,092.9± Sq. Ft. .12± Acres

2025 FEMA 42,982.4± Sq. Ft. .99± Acres

ARTICLE 26 May 6, 2015

2025 FEMA 453,576.5± Sq. Ft. 10.41± Acres

2025 FEMA 742.7± Sq. Ft. .02± Acres

2025 FEMA 698,798.7± Sq. Ft. 16.04± Acres

012 FEMA FLOOD PLAIN 8.57± Acres

2025 FEMA 275,104.1± Sq. Ft. 6.32± Acres

2025 FEMA 45,261.2± Sq. Ft. 1.04± Acres

2025 FEMA 10,877,585.5± Sq. Ft. 249.7± Acres

012 FEMA FLOOD PLAIN 233.09± Acres

2025 FEMA 525,914.0± Sq. Ft. 12.07± Acres

2025 FEMA 6,282.8± Sq. Ft. .14± Acres

2025 FEMA 9,213.1± Sq. Ft. .21± Acres

2025 FEMA 269,589.5± Sq. Ft. 6.19± Acres

2025 FEMA 34,518.07± Sq. Ft. .79± Acres

012 FEMA FLOOD PLAIN 301.64± Acres

2025 FEMA 12,900,592.0± Sq. Ft. 296.2± Acres

012 FEMA FLOOD PLAIN 353.13± Acres

2025 FEMA 18,948,525.1± Sq. Ft. 435.0± Acres

012 FEMA FLOOD PLAIN 93.02± Acres

2025 FEMA 199,002.6± Sq. Ft. 4.57± Acres

2025 FEMA 21,535.4± Sq. Ft. .49± Acres

2025 FEMA 21,044.8± Sq. Ft. .48± Acres

2025 FEMA 961,311.6± Sq. Ft. 22.1± Acres

2025 FEMA 26,282.4± Sq. Ft. .60± Acres

2025 FEMA 42,329.0± Sq. Ft. .97± Acres

2025 FEMA 146,461.8± Sq. Ft. 3.40± Acres

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Police Department Annual Report
Presenter(s)	John Schlittler, Chief of Police Chris Baker, Deputy Police Chief Kelsey Cournoyer, Crime Analyst

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Chief Schlittler will provide the Board with a summary of the draft 2024 Annual Report of the Department.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only.	
3.	**BACK UP INFORMATION ATTACHED**
a. 2024 NPD Draft Year End Review	

2024
Year End
Review

TABLE OF CONTENTS

- Chief's Letter
- Needham PD at a Glance
- About This Report
- 2024 Year End Crime Statistics
- 2024 Special Studies
- 2024 Race / Gender Interactions
- 2024 Police Activity Summary
- Updates from Divisions and Specialty Units

Chief's Letter

Chief's Letter

The Needham Police Department has continued to adapt to the changing environment in order to continue serving the needs of all our community members. Our profession continues to evolve, placing an extra burden on our officers and has redefined how we deliver police services. As the job has become more difficult, we have never lost sight of our mission which is to serve all residents and individuals who work or travel through our community. We will continue to develop and grow our community outreach and foster positive relationships.

As our officers' roles expand, we understand and embrace the complex and changing duties that our officers are faced with daily. We no longer just enforce the law. We wear many hats that require a great deal of training, compassion and understanding. Needham police officers perform at a high level in a multitude of different and difficult situations, while providing a high level of police services to our community.

Publishing an annual report allows us to communicate the department mission, operational structure, training, and department statistics while listening to community concerns. This will allow us to work to a greater mutual understanding and reinforce our commitment in partnership between the Needham Police Department and the Community we serve.

The Needham Police Department is participating in the Massachusetts Police Accreditation Program, a self-initiated process by which police agencies voluntarily strive to meet and maintain standards that have been established by the Massachusetts Police Accreditation Program. I am pleased to announce that the Needham Police Department has achieved full accreditation status. This is an important department-wide achievement that demonstrates Needham Police Department's continued commitment to the highest standards of law enforcement and service

- The agency is committed to meeting professional standards.
- The agency is willing to be assessed on a regularly scheduled basis by Commission-appointed assessors to confirm compliance with professional standards; and
- The agency agrees to correct any deficiencies discovered during the assessment process to establish or re-establish compliance with program standards.

Sincerely,

John J. Schlittler
Chief of Police

NEEDHAM POLICE DEPARTMENT AT A GLANCE

In 2024 there were 46 sworn officers in the town of Needham. The department is budgeted for a total of 53 sworn officers. This number includes the Chief, Deputy Chief, 3 Lieutenants, 7 Sergeants, 2 School Resource Officers, 2 Traffic Officers, 3 Detectives, 1 Court Officer, 1 Administrative Officer, 1 Community Safety Officer, 1 Community Outreach Officer and 23 Patrol Officers.

There are 10 civilian employees at the Police Department including 4 police dispatchers. Below is a breakdown of police personnel and the organizational structure of the department:

John Schlittler, Chief of Police
Paula Sheerin, Police Administrative Specialist

Community Services / Professional Development Division

This Division is responsible for Records, Training, Evidence Management, Firearms Licensing, Crisis Intervention, Community Outreach, Crime Analysis, Fleet Management, and the Budget.

Christopher Baker, Deputy Chief	Aleah Donahue, Admin Specialist/ Records
Richard Forbes, Administrative Sergeant	Kelsey Cournoyer, Crime Analyst
James Wise, Administrative Patrol Officer	Emily Turnbull, Riverside Clinician
Victoria Denneno, Community Outreach Officer	Ken Kurkjian, Fleet Maintenance

Investigative Services / Professional Standards Division

This Division is responsible for Investigations, Internal Affairs, Court Services, School Resource Officer Unit, Drug and Alcohol Testing, Warrant Management, Regional Intelligence and Metro-LEC.

Matthew Forbes, Lieutenant	Edward Timmerman, Detective
Joe O'Brien Jr, Detective Sergeant	Francis Desimone, Court Officer
Michael Schlittler, Detective	Nicole McMahon, School Resource Officer
RJ Poirier, Detective	Joe Brienze, School Resource Officer

Traffic and Community Safety Division

This Division is responsible for Traffic Enforcement, School Safety, Parking Enforcement, Grant Management, Domestic Violence Action Committee, Hiring Process, and Human Rights Committee.

Belinda Carroll, Lieutenant	Steven Kelly, Traffic Officer
Kelley Scolponeti, Community Safety Officer	Edward Bayiates, Motorcycle Officer

Patrol Operations / Emergency Management Division

This Division is responsible for Patrol Operations, Dispatch Operations, Animal Control, Special Event Management, Mountain Bike Operations, Emergency Management, Honor Guard, and Major Road Projects.

John McGrath, Lieutenant	Scott Lennon, Patrol Officer
Timothy Dooher, Patrol Sergeant	Sarah Timmerman, Patrol Officer
Richard Evans, Patrol Sergeant	Justin Young, Patrol Officer
Michael Lamb, Patrol Sergeant	Austin Broderick, Patrol Officer
Brian Gallerani, Patrol Sergeant	Andrew Tamkin, Patrol Officer
Anthony Frongillo, Patrol Sergeant	Jose Palomino, Patrol Officer
Matthew Palmer, Patrol Officer	Daniel Connor, Patrol Officer
Catherine McCullough, Patrol Officer	Georgios Emmanouilidis, Patrol Officer
Leo Schlittler, Patrol Officer	Donald Anastasi Jr., Patrol Officer
Julia Rutledge, Patrol Officer	Thomas Ferrara, Patrol Officer
Matthew MacDonald, Patrol Officer	David Parsons, Animal Control Officer
Robert Peck, Patrol Officer	Stephen Ryan, Police Dispatcher
Vincent Turco, Patrol Officer	Christopher Bender, Police Dispatcher
Roger Noll, Patrol Officer	Melanie Rutledge, Police Dispatcher
Jason Hasenfus, Patrol Officer	Michael Wilson, Police Dispatcher
Matthew Biellik, Patrol Officer	Luke Sheehan, Police Dispatcher
Matthew Doukas, Patrol Officer	
Brian Soll, Patrol Officer	
Patrick Keleher, Patrol Officer	

ABOUT THIS REPORT

This annual report is produced by the Needham Police Department to provide citizens with a snapshot of services and activities conducted by the department this year. This report contains valuable information about crimes committed in Needham as well as information related to those crimes such as race, gender, and town residency status. This report also has updates from our specialty units and officers regarding their activities over the past year.

The 2024 Annual Report provides a comprehensive analysis of crimes that occurred within the town of Needham and were reported to the Federal Bureau of Investigation (FBI) via the Uniform Crime Reporting (UCR) Program. This national program has been collecting and organizing crime data since 1930 and is used by researchers, media, and the public to better understand criminal activity. The UCR collects general crimes statistics through the National Incident-Based Reporting System (NIBRS). This voluntary system uses coding that is uniform throughout the country so that data can be compiled and analyzed. It separates criminal offenses into two types: Group A and Group B. Group A includes 46 offenses in 22 different categories. These offenses have been selected based on specific criteria and are determined to be relevant to law enforcement data collection. Group B offenses encompass all other crimes. The offenses and categories can be found in Appendix A.

In addition to looking at NIBRS data, this report also analyzes in-house data regarding incidents, arrests, motor vehicle accidents, traffic stops and calls for service. In many of these categories, we breakdown the data by race. The options listed for race vary slightly depending on the source. Our race data relating to motor vehicle stops is drawn from the Massachusetts Racial Profiling Reporting and includes Asian or Pacific Islander, Black, Hispanic, American Indian/ Alaskan Native, Middle Eastern/ East Indian (South Asian) and White. Race data relating to arrests, handcuffing, use of force and any other categories is taken from choices provided by the United States Census. The race options from the US Census include Asian, Black, American Indian/ Alaskan Native, Native Hawaiian or Other Pacific Islander, Unknown and White. The US Census considers Hispanic to be an ethnicity. For the purposes of this report, we take individuals, who identify their race as White with a Hispanic ethnicity, to be Hispanic. Individuals who report their race as Black with a Hispanic ethnicity, are reported as Black in this report.

It is important to note that all this information is considered the best data at the time of writing this report, and that slight discrepancies or changes in the numbers may occur due to a variety of factors. For example, if an investigation is ongoing there is the potential for existing offenses to be changed based on updated information.

Year End Crime Review

	Group A	Group B
2020	1318* (598)	401
2021	554	295
2022	668	318
2023	787	441
2024	645	255

***In 2020, there were 720 unemployment fraud claims, without those offenses there were 598 Group A offenses**

In 2024, the Town of Needham had 645 Group A offenses. This is 141 less than 2023. There were no homicides, prostitution, or non-forcible sex offenses reported in 2024.

In 2024, Needham had 255 Group B offenses. This is 186 less than 2023.

Group A Offense Specifics

Offense	2020	2021	2022	2023	2024
100 Kidnapping	0	0	1	2	1
11A Forcible Rape	5	1	3	5	2
11B Forcible Sodomy (Open and Gross)	0	0	6	2	2
11D Forcible Fondling (Indecent A&B)	3	4	7	15	14
120 Robbery (Unarmed)	2	2	2	2	0
13A Aggravated Assault	14	16	18	21	11
13B Simple Assault	42	39	59	55	49
13C Intimidation	13	15	18	16	17
200 Arson	0	3	0	1	1
210 Extortion/ Blackmail	0	3	9	15	6
220 Burglary/ B&E	14	23	23	25	30
23A Pick Pocketing	0	3	3	7	6
23B Purse-Snatching	1	2	3	9	4
23C Shoplifting	3	2	12	16	12
23D Theft from A Building	20	23	17	21	18
23F Theft from A MV	27	6	13	50	43
23G Theft of MV Parts	0	4	19	4	0
23H All Other Larceny	79	75	101	136	119
240 MV Theft	8	5	7	16	13
250 Counterfeiting/ Forgery	28	14	67	39	33
26A False Pretenses/ Swindling	70	91	104	86	93
26B Credit Card/ ATM Fraud	6	12	5	23	7
26C Impersonation	191	42	65	91	86
26D Welfare Fraud	720	65	11	42	6
26E Wire Fraud	0	1	0	4	1
26F Identity Theft	0	3	1	7	0
26G Hacking/ Computer Invasion	0	0	0	0	1

270 Embezzlement	0	0	0	1	1
280 Stolen Property Offenses	1	5	11	1	17
290 Destruction/ Damage/ Vandalism	54	65	60	50	41
35A Drug/ Narcotic Violations	10	23	11	14	4
35B Drug Equipment Violation	1	0	0	0	0
36B Statutory Rape	1	1	0	2	0
370 Pornography/ Obscene Material	3	3	6	3	3
520 Weapons Law Violation	2	3	4	6	4

Assault Offenses (13A, 13B, 13C)

There were 77 total assault offenses committed in 69 cases in 2024. This is 15 less offenses than in 2023, where there were 92 total assault offenses committed. The total number of incidents involving assault offenses increased from 64 in 2023 to 69 in 2024.

There were 13 aggravated assaults offenses in 11 cases in 2024. Of these 11 cases, 5 resulted in arrest, 4 resulted in summons to court, 1 resulted in an arrest warrant and 1 had a report taken with no further action required. The case in which there was only a report taken, the suspect was never identified or located so no charges could be filed.

There were 69 simple assault offenses in 49 incidents cases. In 10 of the incidents the suspect was arrested, in 23 incidents the suspect was summoned to court and in 11 incidents a report was taken but no further action was required. 2 cases resulted in arrest warrants and 3 were referred to other agencies.

There were 17 intimidation charges in 17 incidents in 2024. 3 of the remaining incidents resulted in the suspect being arrested, 3 resulted in the suspect being summoned, 2 resulted in arrest warrants and 8 incidents had a report taken with no further action. 1 incident remains under investigation.

Case Outcome	**Count**
Arrest	16
Summons	28
Under Investigation	1
Report Taken	19
Warrant Requested	2
Referred to Other Agency	3
Total	**69**

Forcible Sex Offenses (11A, 11B, 11C, 11D)

In 2024, the Needham Police Department took 16 separate reports related to forcible sex offenses with 20 total charges. This category includes forcible rape (11A), forcible sodomy (which includes open and gross lewdness) (11B), sexual assault with an object (11C) and forcible fondling (11D).

1 of these charges were 11A forcible rape. 16 of these charges were 11D forcible fondling (Indecent Assault and Battery). There were 2 charges of 11B forcible sodomy, both of which were for the charge of open and gross lewdness.

Robbery (120)

There were no incidents of robbery in Needham in 2024.

Extortion/ Blackmail (210)

There were 6 incidents that involved extortion or blackmail in 2024. In all 6 cases, a report was taken, and the parties were advised.

Burglary/ Breaking & Entering (220)

There were 38 charges of burglary/breaking and entering in 30 different cases in 2024. Of the 30 incidents, 3 resulted in an arrest, 3 resulted in a summons, 7 had a report taken and required no further action and 17 remain under investigation. The cases that remain under investigation are awaiting the results of lab analysis or other search warrants before they can be resolved.

Case Outcome	Count
Arrest	3
Summons	3
Report Taken	7
Under Investigation	17
Total	**30**

Counterfeiting/ Forgery (250)

There were 47 charges counterfeiting/forgery in 34 incidents in 2024. Many of these are related to mailbox fishing, which has been an ongoing issue in Needham and surrounding communities.

Case Outcome	Count
Arrest	1
Warrant Requested	2
Summons	5
Report Taken	25
Under Investigation	1
Total	**34**

Stolen Property Offenses (280)

There were 17 charges relating to stolen property offenses in 2024.

Larceny/ Theft Offenses (23A-23H)

There were 234 larceny offenses in 202 cases in 2024.

Case Outcome	Count
Arrest	3
Summons	11
Arrest Warrant	6
Closed/ No Further Action	176
Under Investigation	6
Unfounded	0
Total	**202**

Fraud Offenses (26A-26E)

There were 194 fraud offenses in 186 cases in 2024.

Case Outcome	Count
Arrest	1
Summons	4
Closed	175
Under Investigation	5
Warrant Requested	1
Unfounded	0
Total	**186**

Destruction/ Damage/ Vandalism to Property (290)

There were 41 vandalism/destruction of property related offenses in 41 cases in 2024.

Case Outcome	Count
Arrest	1
Summons	7
Closed	31
Under Investigation	0
Warrant Requested	2
Total	**41**

Drug/ Narcotic Violations (35A)

There were 4 cases with narcotics/ drug violations in 2024. 3 of the 4 were arrests, the fourth incident resulted in a court summons

Case Outcome	Count
Arrest	3
Summons	1
Closed	0
Total	4

Pornographic/ Obscene Material (370)

There were 3 incidents with charges involving the possession of pornographic/ obscene material in 2024.

Case Outcome	Count
Closed	2
Summons	1
Total	3

Weapons Law Violations (520)

There were 4 cases involving weapons law violations in 2024. 2 cases were arrests and 2 resulted in a summons to court.

Group B Offense Specifics

Offense	2020	2021	2022	2023	2024
90A Bad Checks	0	0	0	0	0
90C Disorderly Conduct	2	6	5	5	10
90D DUI	18	13	20	18	12
90E Drunkenness	3	0	2	0	0
90F Family Offense (nonviolent)	1	0	0	0	0
90G Liquor Law Violation	10	13	11	8	11
90J Trespass of Real Prop	7	2	3	6	7
90Z All Other	65	44	67	87	83
99 Town Traffic Bylaw	295	212	210	325	151
Totals	**401**	**295**	**318**	**449**	**275**

*Codes 90A and 90E were converted to 90Z starting in 2022.

90C- Disorderly Conduct

There were 10 disorderly conduct offenses in 2024. 2 was for annoying/accosting another person, 7 were for disorderly conduct and 1 was for indecent exposure.

90D- DUI

There were 12 DUI Offenses in 2024. 11 were for OUI Liquor and in one case the operator was charged with both OUI Liquor and OUI Drugs. 8 of these cases were arrests and 4 resulted in a summons to court.

90G- Liquor Law Violation

There were 11 liquor law violation incidents in 2024. There were 3 violations for open container in a motor vehicle, and 8 violations for selling/delivering to person under 21.

90J-Trespass of Real Prop

There were 7 trespass of real property offenses in 2024.

90Z-All Other

The 90Z category captures virtually all offenses that do not fall into the other IBR codes. There were 83 total 90Z offenses in 2024. This includes 10 arrest warrants, 27 abuse prevention order/ harassment prevention order violations and 11 criminal harassment offenses. Other types of offenses that fall into this category include unlicensed home improvement contractors, conspiracy, unauthorized use of a computer system, filing a false police report, secret sexual surveillance, and evidence tampering. Many of them are utilized in conjunction with other offenses when an incident occurs.

SPECIAL STUDIES

The Needham Police Department has implemented 5 areas of interest in an attempt to capture more detailed data based on current issues and citizen concerns. These areas are mental health, drug overdoses, handcuffing domestic violence and use of force. To get this data, officers are required to provide information on each of these topics when they complete their report. If the incident or arrest involves any of the special studies, they are required to answer the questions related to that topic. The questions and data gathered from these special studies are detailed below.

Mental Health

In 2024 there were 209 calls that were deemed mental health related. For this data we are considering a "mental health related call" an incident in which mental health is playing a major role. There was an average of 17 mental health-related calls per month. The highest number was 23 in May and the lowest number was 9 in August. This is the second year that August had the lowest number of mental health related calls. There were 184 total mental health related calls in 2023 and 164 in 2022, meaning that we are continuing to see an increase in this type of issue.

While the nature of mental health calls can vary greatly, sometimes they get resolved by an individual being transported to the hospital for treatment. This transport can be at the patients' request or agreement (voluntary) or under a Section 12 (involuntary). In some instances, the subject of a mental health call is taken directly to court. Someone may also be taken to the hospital based on medical issues that are also present at the time of the call. More information about these transports in Needham in 2024 can be found in the charts below.

Mental Health Transport Data

Transport Type	Count	Percent of Total
Section 12 (Initiated by Police)	78	37.3%
Section 12 (Initiated by a Doctor/ Therapist)	38	18.2%
Voluntary	29	13.9%
Court Order	0	0%
No Transport	59	28.2%
Medical	5	2.4%

Transport Type Comparison	2021	2022	2023	2024
Section 12 (Initiated by Police)	52	65	57	78
Section 12 (Initiated by a Doctor/ Therapist)	29	13	22	38
Voluntary	37	28	38	29
Court Order	1	3	1	0
No Transport	88	51	51	59
Transport for Medical Reason	**	4	15	5

** We did not track "medical" as a transport type until 2022

Drug Overdoses

In 2024 there were 8 suspected overdoses in Needham. 2 of these were opiate drug overdoses and 6 of them were overdoses from another substance. This is a decrease in overdoses from 2023, which had 24 total overdoses.

Overdoses Totals

Year	Total Suspected Overdoses
2020	12
2021	17
2022	9
2023	24
2024	8

Of the 8 overdoses in 2023, 2 of them had Narcan administered by police personnel. 6 overdoses did not require the use of Narcan. There were no overdoses that led to a death this year.

Handcuffing

Handcuffing is an inevitable and necessary part of policing. The Needham Police Department documents instances of handcuffing and the reasons as to why it was utilized in any particular interaction. In 2024, there were 89 times that handcuffing was used. This number is one more than last year, which had 88 instances. 56 out of the 89 (62.9%) of those instances in 2024 were arrests.

The department tracks the reason that handcuffs were used in each instance. Officers are able to utilize handcuffing to affect an arrest, for officer safety, for the subject's own safety and for mental health related reasons. Of the 89 handcuffing instances, the reasons were listed as follows:

Handcuffing Reason	Count
Arrest	56
Warrant of Apprehension	10
Mental Health Issue	12
Officer Safety	5
Protective Custody	5
Other	1
Total	**89**

Subject Race	# Of Encounters in which handcuffing was used
Black	19
Hispanic	7
White	58
Asian	5
Indian	0
Total	**89**

Domestic Violence

In 2024 there were 87 Domestic Disturbance/ Domestic Violence related calls in Needham. This is two less than 2023, which had 89 domestic violence calls.

45 out of 87 (51.7%) of these calls were verbal only in nature and did not escalate into any form of physical violence. 22 (25.3%) calls had the offense of assault and battery attached to them, 10 (11.5%) calls were related to a 209A violation, 9 (10.3%) of the domestic related calls reported threats/ intimidation and 1 (1.1%) reported sexual assault.

72 of the domestic related calls reported this year had no injuries, 11 had minor injuries and 4 had moderate injuries associated with the incident.

In 32 of the 87 incidents, there was no current restraining order/ protection order in place and the victim declined obtaining an emergency protection order at the time of the incident. In 11 instances, the victim did elect to get an emergency order in place. In 13 cases, there was already an active restraining order or abuse prevention order in place at the time of the incident. In 2 cases, there was a previous order that had expired. In 1 case the victim chose to go straight to court to file for the order.

In 14 of the 87 calls, there were children either present or involved in the incident and DCF was notified.

Use of Force

The Use of Force incidents that Needham Police are involved in are a result of an individual's level of unlawful compliance/resistance and not an officer looking to harm the public. We are obligated morally, by law and by policy, to use only that level of force that is reasonable and necessary to affect an arrest, to ensure public safety or protect ourselves or others from harm.

In 2024 there were 20 times in which force was used during a call for service. In some calls, multiple types of force or force used by multiple officers were necessary to resolve the situation and maintain safety for all present. In two calls, there were multiple subjects.

Type of Force	Total Times Utilized
Hands on Control	40
Taser (Displayed)	3
Taser (Spark Display)	0
Taser (Drive Stun)	0
Firearm Unholstered	2
Less Lethal (Ready)	0

Subject Race	# Of Encounters in which force was used
Black	5
Hispanic	1
White	14
Asian	2
Unknown	0
Total	**22**

2024 RACE AND GENDER INTERACTIONS

The Massachusetts Racial Profiling Reporting includes the following options when identifying a person by race: Asian or Pacific Islander, Black, Hispanic, American Indian/ Alaskan Native, Middle Eastern/ East Indian (South Asian), and White. For clarity, some of these category titles have been shortened in the tables below but are representative of all individuals within that category.

Motor Vehicle Stop by Race and Gender

Race	Gender		
	Female	Male	X
Asian	158	192	0
Black	138	241	0
Hispanic	158	309	0
Middle Eastern	33	106	0
White	1643	1863	2
Total	**2130**	**2711**	**2**

Motor Vehicle Stops by Race and Resident Status (City/Town)

Race	Resident		Non-Resident		Total	
	Number	% Total	Number	% Total	Number	% Total
Asian	88	1.82%	262	5.41%	350	7.23%
Black	16	0.33%	363	7.50%	379	7.83%
Hispanic	19	0.39%	448	9.25%	467	9.64%
Middle Eastern	26	0.54%	113	2.33%	139	2.87%
White	700	14.45%	2808	57.98%	3508	72.43%
Total	**849**	**17.53%**	**3994**	**82.47%**	**4843**	**100%**

Motor Vehicle Stops Disposition by Race

Race	Arrest		Civil Fine		No Enforcement		Criminal Application		Verbal Warning		Written Warning		Total	
	#	% Total	Number	% Total	#	% Total	#	% Total	#	% Total	#	% Total	#	% Total
Asian	3	0.06%	27	0.56%	2	0.04%	5	0.14%	229	4.73%	84	1.73%	350	7.23%
Black	2	0.04%	16	0.33%	7	0.14%	13	0.27%	251	5.18%	90	1.86%	379	7.83%
Hispanic	1	0.02%	33	0.68%	5	0.10%	40	0.83%	267	5.51%	121	2.50%	467	9.64%
Middle Eastern	1	0.02%	13	0.27%	1	0.02%	0	0.00%	85	1.76%	39	0.81%	139	2.87%
White	10	0.21%	218	4.50%	34	0.70%	48	0.99%	2213	45.69%	985	20.34%	3508	72.43%
Total	**17**	**0.35%**	**307**	**6.34%**	**49**	**1.01%**	**106**	**2.19%**	**3045**	**62.87%**	**1319**	**27.24%**	**4843**	**100%**

Arrest- The person was arrested as a result of the stop. **Civil Fine**- The person received a civil fine that they could choose to pay or appeal. **No Enforcement**- Stop was initiated due to a motor vehicle accident or disabled motor vehicle, but there was no action that warranted enforcement of any kind. **Criminal Application**- The person committed an offense that was criminal in nature and would be required to attend a hearing for the violation. **Verbal Warning** – The person was given a verbal warning for their violation. **Written Warning** – The person received a paper citation, but nothing further was required of them.

POLICE ACITIVITY SUMMARY

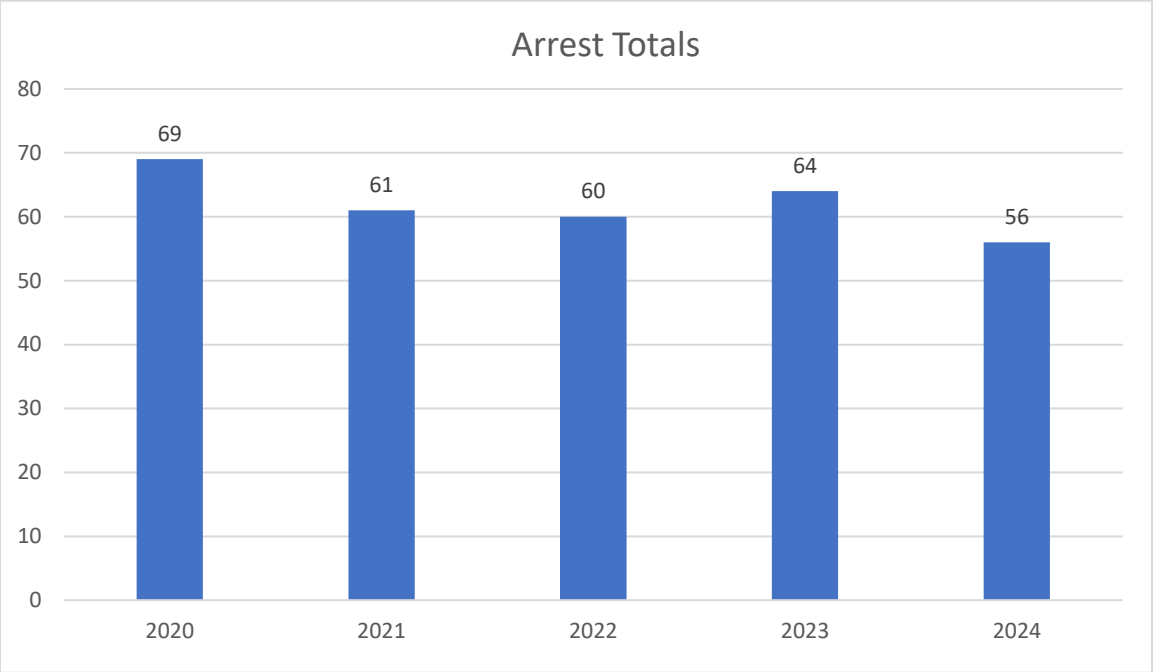
Arrests

There was a total of 57 arrests in Needham in 2024. This is 7 less than 2023.

2022	
Race	**Count**
White	43
Black	10
Hispanic	4
Asian	3
Total	**60**

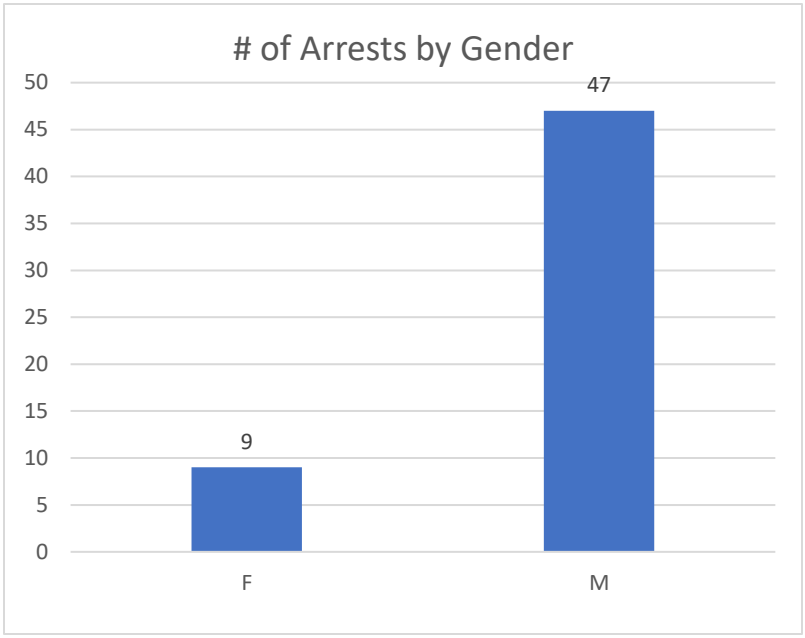
2023	
Race	**Count**
White	35
Black	16
Hispanic	12
Asian	1
Total	64

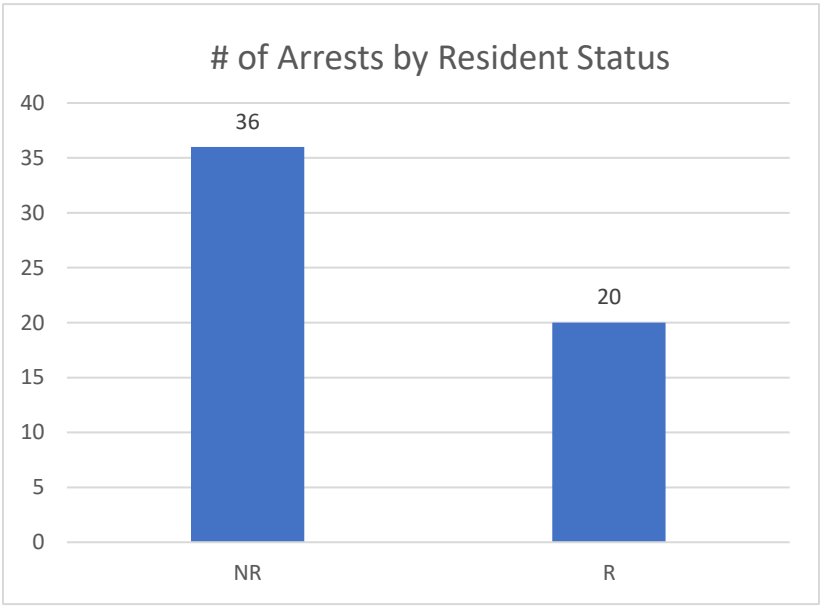
2024	
Race	**Count**
White	34
Black	13
Hispanic	4
Asian	5
Total	56

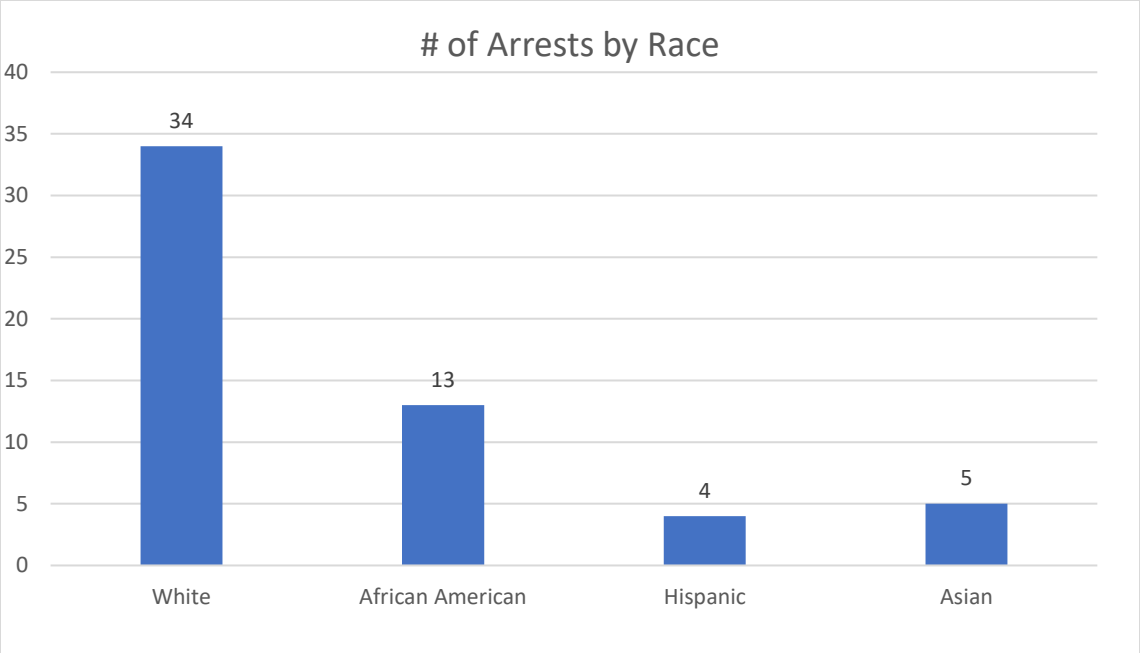


47 of the 56 arrests were males, which equals 83.9% of the total arrests for the year. 9 of the arrests, or 16.1% were female subjects. 36 out of 56 (64.3%) of the subjects arrested in 2024 were non-residents. 20 subjects (35.7%) were residents of Needham.

CITY	COUNT
BOSTON	5
BRIGHTON	1
BROCKTON	2
CAMBRIDGE	1
DEDHAM	4
KINGSTON	1
MEDFIELD	1
MIDDLEBORO	1
NATICK	1
NEEDHAM	23
NEW BEDFORD	1
NEWTON	4
NORWOOD	1
PEMBROKE	2
RANDOLPH	1
REVERE	1
ROCHESTER	1
WATERTOWN	1
WESTON	1
WEYMOUTH	1
WINCHESTER	1
WOBURN	1
TOTAL	**56**







The breakdown of arrestees by race is shown above. In 2024, 60.7% of arrests (34) were of white subjects. 13 arrestees were African American, which equates to 23.2% of the total. There were 4 (7.1%) Hispanic individuals, and 5 (8.9%) Asian individuals arrested.

There were Twenty-Nine (22) arrests involving BIPOC individuals. Nineteen (19) of those Twenty-two (22) arrests were for offenses in which arrests are mandated or are a preferred response. Six (6) of the arrests involved an active Arrest Warrant. There were Three (3) arrests for Operating Under the Influence. Five (5) arrests involved a Domestic Assault and Battery/ Violation of Restraining Order. One (1) arrest was Larceny from a Building. One (1) was for Operating with a Suspended License. One (1) was for Unlicensed Operation and Attaching Plates. Two (2) involved Larceny, Breaking into a Depository, Receiving Stolen Property, and Conspiracy stemming from one incident. There was one (1) arrest involving the following charges: Oper a MV With License Suspended, Reckless Operation Of Motor Vehicle, Fail to Stop For Police, and Receiving a Stolen Motor Veh. One (1) arrest involved two counts of Indecent Assault and Battery on a Person 14 or over. One (1) arrest involved Oper a MV with a Suspended License, Operating and Uninsured MV and Possession of Class D Drug with Intent to Distribute.

There were Thirty-Five (34) arrests involving white individuals. Twenty eight (28) of the arrests involved offenses that mandate arrest or are a preferred response. There were eleven (11) arrests involving an active Arrest Warrant. Nine (9) of the arrests involved Domestic Assault and Battery or a violation of a Restraining Order. There were Six (6) arrests involving operation of a Motor vehicle under the influence of drugs or alcohol. There was One (1) arrest involving Disorderly Conduct. There was One (1) arrest for Unlicensed Operation of a MV and One (1) arrest for Operating a MV with a Suspended License. One (1) Arrest was for Operation of a MV with a Suspended License, and Possession of a Class B Drug. There was One (1) arrest for Assault W/Dangerous Weapon- Baseball Bat, Carrying a Dangerous Weapon, Malicious Destruction of Property, and Assault W/Dangerous Weapon. One (1) arrest involved Disorderly Conduct, A&B on a Police Officer and Resisting Arrest. There was One (1) A&B on a Police Officer and Resisting

Arrest, Assault, and Disorderly Conduct. One arrest was for (1) involved Conspiracy and Receiving Stolen Property.

Juveniles

Mental Health Related Incidents
We had 72 Mental Health Incidents involving juveniles. This is the same number of mental health related juvenile calls as 2023. 35 of those calls involved a student at the Walker School.

Offenses
There were no juveniles arrested in 2024.

There were 6 juveniles that had to appear for a hearing at Juvenile Court. There were 10 juveniles that voluntarily entered our Diversion Program.

Total Calls and Types

The Needham Police Department had a total of 53,696 calls for service in 2024. This increased by 3,649 calls or 7.3% from 2023, in which there were 50,047 calls. The number of calls the police department handles each year continues to increase; in 2022 the department had 43,912 calls for service.

Calls can be broken into priorities based on the level of urgency. The highest priority is level 1, which includes burglar alarms, fires, motor vehicle crashes with injury and sudden deaths. The number of priority 1 calls went up in 2024 by 76 or 1.9% from 2023. Priority 2 includes calls for suspicious activity, fraud, larceny, and well-being checks. The number of priority two calls increased from 2722 to 2811 between 2023 and 2024, which is a 3.3% increase. Priority 3 is the lowest priority level and encompasses the majority of everyday calls. This includes security checks, animal calls, public assistance, motor vehicle stops and administrative calls. The number of priority 3 calls saw and 8% increase from 2023 to 2024.

Priority Level	# Of Calls
1	4048
2	2811
3	46835
Total	**53696**

DIVISION UPDATES

Traffic and Community Safety

Traffic

In 2024, 2148 traffic violations were issued. Most of these violations were written warnings issued to the operator. $30,335 in fines were issued in 2024.

Violation Type	Count	Percent of Total
Civil Citation	354	12.8%
Criminal Citation	277	12.8%
Arrest	36	1.8%
Verbal / Written Warning	1479	72.1%
Municipal Violation	2	.43%
TOTAL	2148	100%

The highest number of written violations were issued for red light or stop sign violations. There were 406 of these violations- 325 warnings, 65 civil citations, 14 criminal citations, 1 municipal citation and 1 arrest.

The second highest number of written violations were for handsfree first offense / cell phone use. There were 350 of these violations, 247 of which were warnings. 93 were issued as civil citations, 9 were given as criminal citations and 1 of these violations was part of an arrest. Other commonly issued violations include unregiserested motor vehicle (300) and speeding

There were 277 Criminal Violations in 2024. This includes 64 for operating a motor vehicle with a suspended/revoked license, 41 for having an uninsured motor vehicle, and 36 for operating a motor vehicle without a license

Accidents

There were 482 motor vehicle accidents reported in 2024. The number of motor vehicle accidents increased by 32 from the total of 450 accidents in 2023. 482 is slightly higher than our pre-pandemic accident totals and is the highest number we've seen in many years. In 2016- 2019 the Town of Needham was averaging 457 accidents per year.

Year	Total # of Accidents
2024	482
2023	450
2022	451
2021	370
2020	286
2019	467
2018	419
2017	480

In 2024, 325 crashes occurred in an area with no traffic controls. 79 accidents occurred where there was a traffic light, 65 occurred where there was a stop sign and 13 occurred where there was another type of control (yield sign, railroad signals, warning signs, etc.).

October had the highest number of crashes at 53 and July and August had the lowest at 30. The overall average number of crashes per month in 2024 was 40, which is higher than 2022 and 2023. Based on this year's data the most common days for motor vehicle accidents were Tuesday with 84 accidents throughout the year. The day with the least accidents was Sunday, with a total of 32.

Most accidents occurred between 7am and 7pm with the highest numbers occurring between 12pm and 1pm with a total of 52 accidents. The number of accidents drops significantly overnight with 24 occurring between 11pm and 7am for the entire year. This is 14 more overnight accidents than last year. Comparing the day of the week and time, the most accidents occurred on Mondays during the 2pm hour, with a total of 12 accidents.

60 Accidents involved injuries and 1 involved a fatality.

258 of the accidents were not at an intersection. 105 occurred at a 4-way intersection, 75 occurred at a T intersection, 7 occurred at on /off ramp, 20 occurred in a driveway, 8 occurred at a Y intersection, 1 occurred at a 5- point intersection, 2 occurred at an on ramp, and 6 were unknown.

There were 74 single vehicle crashes, 73 rear end crashes, and there were 155crashes at an angle.

382 crashes took place in the roadway, 76 occurred outside the roadway. 12 occurred on the roadside, 10 on the shoulder, and 2 were unknown.

275 of the accidents were collisions with another motor vehicle in motion. 111 were collisions with parked motor vehicles. 17 were collisions with an unknown fixed object. 14 were collisions with utility poles and 7 were collisions with a tree.

There were 18 motor vehicle accidents involving pedestrians in 2024. In 7 of these the pedestrians were on foot and 11 were cyclists. Of the accidents involving pedestrians, 10 took place at a crossing location (crosswalk).

Community Safety Officer

Community Safety Officer Kelley Scolponeti is under the direct supervision of the Lieutenant in charge of Traffic and Community Safety. Officer Scolponeti has the primary responsibility of training, scheduling, and supervising all Crossing Guards (civilian positions) as well as supervising parking enforcement and ticketing. She oversees 16 Crossing Guards who cover 66 school crossings daily. Officer Scolponeti often covers crossings herself and makes it a point to check in periodically with the Traffic Supervisors to discuss safety/traffic concerns they might have. Officer Scolponeti also serves as our liaison for the Center at the Heights. She makes weekly visits there to interact with the seniors in many ways. She'll stop in to have coffee with them and sometimes play pool and assist with meal deliveries. She decorates the CATH seasonally, including window paintings and holiday tree decorations. We have continued to hold Coffee with a Cop, in which several officers stop by to say "hi" and have a cup of coffee. Officer Scolponeti also holds Crafts with a Cop once a month at the CATH and it is always well attended.

Officer Scolponeti assists the School Resource Officers with A.L.I.C.E. drills and periodically checks in with the principals and the health and safety committees at each school. She enjoys assisting the 3rd grade physical education teachers with their 3rd grade bike rodeos and designs and issues over 350 bicycle licenses. She makes it a point to conduct "Officer Friendly" visits to the daycare schools within our town.

Officer Scolponeti is the liaison with the Council on Aging, the Commission on Disability, the Needham Community Council, and the Needham DPW Snow Removal Committee. She assists with the clothing drive and food pantry at the Community Council. She's part of the Needham Community Outreach Team and has luncheons with Needham Housing residents. She is also part of the Special Education Parent Advisory Council. Officer Scolponeti is the liaison for donations from community stores and she assists with distributing the items throughout our town. Officer Scolponeti also conducts fingerprinting for Needham residents for licensing and job employment and completes all background checks for solicitors and vendors in town. She is also a certified car seat technician and is very involved in fundraising efforts around town and is a part of the Needham Police Working Dogs Foundation. She is the creator and artist

behind much of our Officer Rocket Swag and attends a variety of events to fundraise with these items. One of her most popular fundraisers is the “ride to school in a police car” auction item. She facilitates approximately 13 rides to school this year with the proceeds going to various charities. Some Highlights from officer Scolponeti in 2024 include:

-Acquiring the Community Outreach Buys, a donated passenger bus from the Needham Housing Authority to be used for various events

-Growing fresh vegetables for seniors in 3 community garden beds that were sponsored by the Needham Housing Authority

- Designed and issued over 400 Bike licenses along with installing over 250 orange bike safety flags during the bike rodeos

- Helped facilitate and plan several NPD events including Toys for Tots, Shop with A Cop, Open House, Inclusion Day, and The Girl/Boy scout tours of the NPD.

PATROL OPERATIONS / EMERGENCY MANAGEMENT DIVISION

Patrol represents the majority of the Needham Police Department and is the most visible aspect of the job. Operating on a 24hr basis, its services include but are not limited to: protecting life and property, enforcing all laws and town bylaws, preserving peace and public order, and identifying criminal offenders and criminal activity.

Each officer is assigned to a specific area of town, called a sector. The officer is responsible for handling all the calls within that sector. Additionally, the officer conducts the traffic enforcement in their area, building checks, and assists other officers as needed.

Although officers in patrol are primarily responsible for patrolling the town and answering calls for service, many officers have other duties and special assignments they complete. These vary in scope from assignments as Juvenile Officer to the MetroLEC Special Weapons and Tactics (SWAT) team and many others.

Dispatch

Throughout 2024 the Needham Police Dispatch center consisted of 5 full-time positions for Emergency Telecommunications Dispatchers

Dispatchers handled 9,016 Enhanced 9-1-1 calls in 2023. This is a 35.7% increase from the 6,646 9-1-1 calls received in 2022.

All Enhanced 9-1-1 Dispatchers throughout the Commonwealth of Massachusetts are required to undergo a minimum of 16 hours of continuing education annually. Needham Police Dispatchers met this training requirement and received training in topics including, but not limited to Mental Health First Aid for Public Safety, Multi-Agency Response to Active Shooter & Hostile Events, Excited Delirium Syndrome and Stress Management. Through the Answering Point and Regional Emergency Communication Center Support and Incentive Program the department received grant funding based on the previous year's 911 call center volume. During FY 2023 the Department was allocated $98,451. The Department also received reimbursement for Training personnel in 911 Certification and Continuing Education.

Mountain Bike Unit

The Needham Police Department incorporates mountain bikes into its law enforcement and community policing efforts, enhancing both visibility and approachability. Officers on bicycles can often respond more quickly and efficiently to certain calls and locations compared to traditional patrol methods. The department's bike officers regularly conduct daily patrols throughout Needham and play a key role in securing special events year-round.

The Mountain Bike Unit is led by a Patrol Sergeant who serves as the unit commander. Assignment to the unit requires specialized training, including successful completion of the Mountain Bike Patrol School, certified by the Massachusetts Criminal Justice Training Council. This program, known as COBWEB (Cops on Bikes with Education for Bicyclists), is a 24-hour, three-day course that combines classroom instruction with field exercises. Officers completing the course gain in-depth knowledge of operational procedures, crime prevention strategies, tactical riding techniques, and effective communication.

The department's Mountain Bike Unit utilizes Trek Mountain bikes, equipped with front shocks, disc brakes, and durable frames to withstand rigorous use. Each bike is also fitted with high-intensity lights for enhanced visibility.

The Needham Police Department has found great success with its mountain bike patrols, which not only serve as an effective law enforcement tool but also foster meaningful interactions between officers and the community.

Current Members of the Mountain Bike Unit are:

Sgt. Michael Lamb

Officer Austin Broderick
Officer Matthew Doukas
Officer Patrick Keleher
COO Victoria Denneno
Det. Edward Timmerman
Officer Justin Young
SRO Nicole McMahon
Officer Sarah Timmerman
Officer Brian Soll
Officer Jose Palomino

Animal Control

The below table displays the activity of the ACO for 2024:

Barn Inspection	10
Off Leash Check/ Violations	8
Animal Call (Non-Dog)	218
Animal Quarantine	15
Dog Call	209
Missing Animal	5

INVESTIGATIVE SERVICES / PROFESSIONAL STANDARDS DIVISION

School Resource Officers

Needham currently has two officers assigned as School Resource Officers (SROs). They support the entire Needham School District as well as Saint Joseph's Elementary School and Saint Sebastian's School. SROs partner with school administrators throughout the school district to provide support and guidance in a variety of ways and bridge student family-school life. SROs also work closely with school district guidance counselors and special education teachers to help support students. The SROs meet regularly with students and their families to provide this support. In addition to these meetings, SROs interact with the schools and Needham youth in a variety of ways. They help to deal with investigations that juveniles are involved in, help to aid students whose families may be experiencing hardship and help assist with school projects. Other examples of what our SROs have done in the past year include:

- Attended the annual Needham Harvest Fair to greet youth and their families
- Provided police escort rides to school for various raffles and fundraisers
- Visited classes throughout the school district and provide presentations and learning experiences on various subject matters such as 4th Amendment Rights/Search and Seizure, Social Media and Internet Safety, Bullying and Cyberbullying, Self-Defense, Bicycle Safety, Alcohol and Drug Awareness, and Vaping Awareness.
- Worked closely with school principals to provide armed intruder training and education (through presentations and practical drills) to staff members and students in each school
- Assisted the fire department in conducting fire drills in each school throughout the year
- Organized and ran the Needham Junior Police Academy, a weeklong camp for middle schoolers that

educates them about police work and provided interactive activities and field trips to explore the law enforcement field.
• Worked closely with the Needham Police Department Truancy Officer and Juvenile Court Prosecutor to create diversion paths that offer education, resources, and support to youth offenders to keep them out of the court system.
• Partnered with Needham Youth and Family Services and the Youth Resource Network to help support juveniles and their families
• Collaborated with the Community Service Officer to support Bike Rodeo events throughout the school district and for cub scout and boy scout troops
• Participated on the Substance Prevention Alliance of Needham (SPAN) committee and assist with planning and execution of campaigns and events
• Participated in Students Advocating Life (without) Substance Abuse (SALSA) to help support campaigns and events
• Attended various student club and athletic events to support students
• Participated in field day events at various schools
• Attended and coordinated between police department and schools to aid and support with various events such as prom, graduation, dances, and other school events
• Provided support for rising 9th graders on Step Up day.
• Collaborated with other Needham Police officers to organize and coach the annual Needham-Wellesley Powderpuff Football game, a month-long after-school program that prepares senior girls for the annual game
• Assisted with the annual Drug Take Back Event that occurs in the fall and spring of each calendar year.
• Visited summer camps and programs to connect with juveniles and check in with them
• Attended Charles River YMCA public events

SRO Brienze is also responsible for the training and management of K9 Officer Rocket, who is a Community Resource Dog (CRD) for the department. SRO Brienze and Rocket continuously coordinate with Golden Opportunities for Independence, where Rocket came from, to help other SROs and CRD's in the Needham area. This past year they visited several other communities including Newton, Walpole, and Dedham to provide support in various situations.

SRO Brienze runs Officer Rocket's social media pages and interacts with the community and attends various community events inside and outside of schools with Officer Rocket to speak about his role. They visit all the schools in town, Needham BI, nursing homes, and Center at the Heights as well as other town events such as the craft fair and various NHS sports games. They often partner with various town agencies and utilize Officer Rocket to help promote programs.

Detectives

During 2024, the Detective Division was assigned cases for follow-up and investigation. These assignments include both Part A (i.e., drug offenses, burglary, assaults, sex offenses) and B crimes (ie check fraud, peeping tom), attempts to commit a crime and other situations which may not have amounted to a crime but required further investigation. Due to the complexity of the case many had

multiple Detectives assigned to them.

During the year, detectives investigated a range of crimes including but not limited to, identity theft, unemployment fraud, breaking and entering, robbery, armed assault, mail fraud, civil rights crimes and death investigations. Through these efforts Detectives have worked with our regional police partners, State Police, Federal Agencies including the FBI, DEA and Secret Service, as well as prosecutors in the District Attorney's office, the Massachusetts Attorney General's Office and the United States Attorney's office. Often, Detectives work with these other agencies to address crimes that increasingly extend beyond local boundaries and incorporate complex technical skills.

Needham Detectives are also members of the Norfolk County Police Anti-Crime Task Force (NORPAC). NORPAC provides for multi-agency investigations into drug trafficking, violent crime, and the apprehension of fugitives. The work of the Needham Police Detectives is exemplary and well regarded in the region. It is a credit to each Detective and the professionalism with which they approach their job. The distribution of illicit drugs in the community continues to be a major concern of the Police Department. Detectives were involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin and fentanyl. Detectives continue to aggressively address the distribution of illegal narcotics through enforcement, education, and community partnerships. The Detective Division attends quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques to combat the opioid crisis.

Also in 2024, Needham Police Detectives and Patrol Officers investigated numerous contractor scams conducted by transient criminals. The scams targeted Needham residents, often elderly, and involved work that was to be completed on homes. The monetary damages of these crimes totaled in the hundreds of thousands of dollars. The investigations resulted in numerous individuals being arrested, charged, and prosecuted for various larceny related crimes.

Detectives attended specialized training courses including a semester long criminal investigation program held at the Rhode Island State Crime Laboratory through the University of Rhode Island. There, detectives learned theory and practice of crime scene investigation employing the modern techniques of crime scene preservation, crime scene search and collection, preservation and transmission of physical evidence. The class emphasized photography, the development, lifting and classification of latent fingerprints and report writing as well.

Detectives assisted in organizing the Department's highly successful Junior Police Academy. The Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program is offered free of cost and held at both the Pollard Middle School and the Needham Police Department. Detectives interacted with students teaching them about fingerprinting, crime scene processing and photography.

COMMUNITY SERVICES / PROFESSIONAL DEVELOPMENT DIVISION

Crisis Intervention / Community Outreach

The primary responsibility of this program is to coordinate with Needham Community Crisis Intervention Team (NCCIT), the Substance Prevention Alliance of Needham (SPAN), and the Needham Coalition for Suicide Prevention to ensure people suffering from mental health and substance abuse disorders receive adequate follow up and access to resources. The program also coordinates with Regional, State and National Agencies such as Riverside, REACH, the National Alliance on Mental Illness (NAMI), and the Norfolk District Attorney's Outreach Program. The Community Outreach Officer also acts as a liaison to Beth Israel Hospital and Newton Wellesley Hospital.

In December of 2020 the Police Department contracted with Riverside Community Care for a Jail Diversion Program (JDP) Clinician. The clinician is embedded in the Police Department, has access to reports of incidents involving mental health and substance abuse, and is available for co- response where applicable. Clinician Emily Turnbull is embedded in the police department and works closely with our Community Outreach Officer and other Crisis Intervention Trained Officers. In March of 2024, Officer Victoria Denneno was appointed as the Community Outreach Officer.

Together Officer Denneno and Clinician Turnbull have provided resources and assistance to numerous individuals and families. Some of the calls for service they handled included: mental health concerns, substance abuse, domestic violence, homelessness, hoarding, and cognitive health concerns. Having a full time officer and full time clinician have lessened the number of repeat calls to select addresses.

In addition to providing resources to individuals and families, the Community Outreach Team participated in numerous community events including the first ever Sensory Friendly Open House and National Night Out.

2024 Needham JDP Data

Year End Data 2024

Type of Response	Number
Initial Co-Response	80
Initial Response (Clinician only)	103
Follow Up with PD	73
Follow Up (Clinician only)	188
Total Outreach	**444**

Type of Contact	Number
Phone	189
In-person	145
Telehealth	3
Email	67
Collateral	40
Total	**444**

Gender	Number
Male	81
Female	97
Other	5
Total	**183**

Age	Number
0-12	9
13-17	21
18-26	22
27-65	99
66+	32
Total	**183**

Total Number of Initial Encounters	183
Total Number of Follow Ups	261
Total interactions by Clinician 2024	444

Referral Source	Number
Police	60
Police Handoff	52
Self	17
Family	17
Community	36
School	1
Other	0
Total	**183**

Presenting Problem	Number
Suicidal/Depression	38
Behavior Dysregulation	55
Psychosis/Mania	9
Homicidal/Violence	1
Substance Use	15
Dual Diagnosis	4
Family Discord	14
Housing Instability	6
Social Determinants	7
Other	34
Total	**183**

Outcome	Number
Section 12	13
Voluntary ED	6
Mental Health Services	4
Substance Services	2
MCI Handoff	17
Shelter/Housing	4
Social Services	7
Re-Presented	2
Other	59
Unable to make contact	21
Declined Services	48
Total	**183**

Training

Massachusetts Police Training Committee (MPTC) In- Service Training

The following list of courses were completed during FY2024 by sworn officers to comply with the MPTC Annual In-Service Training requirements: Legal Updates (6 Hours), Officer Wellness Series: We Are What We Do (6 Hours), Rules of the Road: Operating Under the Influence and Motor Vehicle Law Refresher (6 Hours), Report Writing and Courtroom Testimony (6 Hours), CPR / 1st Responder Lecture (3 Hours), CPR / 1st Responder Practical (3 Hours), Peace Officer Standards and Training (POST) Commission training (2 Hours)

Annual Firearms Requalification and Training (8 Hours)

Use of Force

The following was a list of Use of Force Trainings that were offered by the Needham Police Department Training Division in 2024; Use of Force, De-Escalation Training, Defensive Tactics, Spring Firearms Training, Fall Firearms Training, Active Shooter Training (ALERRT), Force Science Training, and Taser 10 Certification.

Crisis Intervention

An additional eight (8) officers attended Crisis Intervention Training (CIT), bringing our total number of CIT trained officers to 42. Now approximately 90% of our current sworn staff have attended 40 hours of training geared toward better response to calls involving persons suffering from mental illness. We will continue to train personnel as the training becomes available. Officers also took Law Enforcement Officer and Autism Co-Response model.

State 911 Certification

Officers and Dispatchers are required to take 16 hours of continuing education each year to maintain their State 911 Certification. Officers and dispatchers fulfilled this responsibility by taking approved courses on the following topics: 911 Crisis Intervention, APCO E911 Telecommunicator Course.

Juvenile Related Training

In 2023 our School Resource Officers and other Officers attended the following trainings: National Association of School Resource Officers Conference, Juvenile Law Conference, Massachusetts School Law, MPTC School Resource Officer Inservice Training, Keeping Kids Safe and Secure, and Juvenile Justice from A to Z.

Metro-LEC Training

We are a participating agency in Metro-LEC. Metro-LEC is a regional agency that has several specialized units that share personnel and resources for specific circumstances such as: Basic SWAT School, Peer to Peer Suicide Training, Crisis Negotiation, Search and Rescue, SWAT and Tactical Response, Cyber Crime Unit, and a Mobile Operations Unit comprised of Motorcycles for events and other circumstances. The officers participate in monthly regional training with their respective units.

Advanced Investigation Training

Some of our officers attended more advanced investigative training in specific types of infestations such as Sexual Assault Investigator Training, Buccal Swab DNA Certification, Street Level Narcotics Investigations, Undercover Operations and Drug Investigations in Today's Policing, Cell Phone Investigations, Crime Scene Photography, Crime Scene Investigation Training, New England Narcotics Enforcement Officer Conference, and Cyber Crime Investigations.

Other training courses included Advanced Roadside Impaired Driving Enforcement, Basic Tactical Medical Instructor Training, Budget Training, Drone Operator Certification, Mental Health First Aid, Use of Force Investigations, Civil Rights, Executive Leadership Training, Front Line Leadership Training and Breath Test Operator Certification. Some Officers were certified as Police Background Investigators, Tactical Instructors, and Field Training Officers.

APPENDIX A

GROUP A

- **Arson 200**
- **Assault Offenses 13**
  - Aggravated Assault 13A
  - Simple Assault 13B
  - Intimidation 13C
- **Bribery 510**
- **Burglary/ Breaking and Entering 220**
- **Counterfeiting/Forgery 250**
- **Destruction/ Damage/ Vandalism of Property 290**
- **Drug/ Narcotic Offenses 35**
  - Drug/ Narcotic Violations 35A
  - Drug Equipment Violations 35
- **Embezzlement 270**
- **Extortion/Blackmail 210**
- **Fraud Offenses 26**
  - False Pretenses/ Swindle/ Confidence Game 26A
  - Credit Card/ ATM Fraud 26B
  - Impersonation 26C
  - Welfare Fraud 26D
  - Wire Fraud 26E
- **Gambling Offenses 39**
  - Betting/ Wagering 39A
  - Operating/ Promoting/ Assisting Gambling 39B
  - Gambling Equip Violation 39C
  - Sports Tampering 39D
- **Homicide Offenses 09**
  - Murder and Nonnegligent Manslaughter 09A
  - Negligent Manslaughter 09B
  - Justifiable Homicide 09C
- **Kidnapping/ Abduction 100**
- **Larceny/ Theft Offenses 23**
  - Pocket-Picking 23A
  - Purse Snatching 23B
  - Shoplifting 23C
  - Theft from Building 23D
  - Theft from Coin-Operated Machine or Device 23E
  - Theft from a Motor Vehicle 23F
  - Theft of a Motor Vehicle Parts or Accessories 23G
  - All Other Larceny 23H
- **Motor Vehicle Theft 240**
- **Pornography/ Obscene Materials 370**
- **Prostitution Offenses 40**
  - Prostitution 40A
  - Assisting/ Promoting Prostitution 40B
- **Robbery 120**
- **Sex Offenses, Forcible 11**
  - Forcible Rape 11A
  - Forcible Sodomy 11B
  - Sexual Assault with an Object 11C
  - Forcible Fondling 11D
- **Sex Offenses, Non-Forcible 36**
  - Incest 36A
  - Statutory Rape 36B
- **Stolen Property Offenses 280**
- **Weapon Law Violations 520**

GROUP B

- **Bad Checks 90A**
- **Curfew/ Loitering/Vagrancy Violations 90B**
- **Disorderly Conduct 90C**
- **Driving Under the Influence 90D**
- **Drunkenness 90E**
- **Family Offenses, Nonviolent 90F**
- **Liquor Law Violations 90G**
- **Peeping Tom 90H**
- **Runaway 90I**
- **Trespass of Real Property 90J**
- **All Other Offenses 90Z**

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Nuclear Disarmament Resolution Citizens Petition
Presenter(s)	Joseph McCabe, Lead Petitioner

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

Jospeh McCabe will discuss with the Board his Citizens Petition that appears as Article 46 in the 2025 Annual Town Meeting Warrant. Article 46 asks Town Meeting to adopt a resolution urging Needham's elected legislators and other elected leaders at the state and federal level to pursue nuclear disarmament.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. 2025 Annual Town Meeting Warrant (under separate cover)

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Revolving Fund Warrant Article
Presenter(s)	Hank Haff, Director of Building Design and Construction Gabby Queenan, Sustainability Manager

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

Staff will discuss with the Board Article 10 on the May 12, 2025 Special Town Meeting Warrant. This article would, if adopted, create the Energy Efficiency and Clean Energy Capital Program Revolving Fund. The purpose of this fund would be to fund capital projects related to energy efficiency, renewable energy, and electrification.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

a. Article 10 FAQs
b. May 12, 2025 Special Town Meeting Warrant (under separate cover)

May 12, 2025 Special Town Meeting
Article 10
Amend General By-Laws – Revolving Funds
Frequently Asked Questions

1. What does this article accomplish?

This article proposes the establishment of an Energy Efficiency and Clean Energy Capital Program Revolving Fund. The objective of the proposed revolving fund is to allow the Town to use funds received from state, federal, and utility programs for completing qualifying energy efficiency and clean energy capital projects to help pay for future energy efficiency and clean energy capital projects.

The Town of Needham's Climate Action Roadmap established a goal for the Town to achieve net zero emissions by 2050, which will require investments in infrastructure that will result in energy and emissions reductions. These projects are expected to qualify for payments from state, federal, and utility programs, and the Town may use these payments to reinvest in the completion of future energy efficiency and clean energy capital projects. This will help ensure capital is available to assist with funding future energy efficiency and clean energy projects. It will also enable the Town to continue to benefit from long-term cost savings from these projects.

2. Under what statutory authority is the Town able to establish this revolving fund?

In 2016, Governor Baker signed into law "An Act to Modernize Municipal Finance and Government", Chapter 218 of the Acts of 2016, which determined that municipal revolving funds must be established by bylaw or ordnance, and expenditure limits for these funds must be established annually and prior to July 1 for these funds. Pursuant to Massachusetts General Law Chapter 44 §53E ½,

> *"Notwithstanding Section 53, a city or town may authorize by by-law or ordinance the use of one or more revolving funds by one or more municipal agencies, boards, departments or offices, which shall be accounted for separately from all other monies in the city or town and to which shall be credited any fees, charges or other receipts from the departmental programs or activities supported by the revolving fund…"*

3. What types of projects might be funded with this revolving fund?

The Energy Efficiency and Clean Energy Capital Program Revolving Fund could fund energy efficiency, clean energy, and electrification capital projects. Projects may include but are not limited to:

- Solar photovoltaic (PV) installation
- Battery energy storage systems
- Air source heat pumps
- Ground source heat pumps

4. What types of state, federal, and utility programs might provide rebates, incentives, or tax credits for this revolving fund?

There are several state, federal, and utility programs which the Town of Needham is or may be eligible for in the future. The following is a sample of these programs and the potential funding available for eligible participants.

Source of Funding	Program	Eligible Activities	Potential Award
Federal	Inflation Reduction Act: Commercial Clean Vehicle Credit §45W *Credits available for 2022-2032 completed projects; changes with new administration possible*	Purchase of a Battery Electric Vehicle (BEV) or Plug-in Hybrid Electric Vehicle (PHEV)	Less than 14,000 pounds: maximum credit $7,500 ($7,000 maximum for PHEV) 14,000 pounds or more: maximum credit $40,000
Federal	Inflation Reduction Act: Investment Tax Credit §48 *Credits available for 2022-2032 completed projects; changes with new administration possible*	Solar; energy storage; ground source heat pumps	If maximum net output is less than 1 megawatt of electrical or thermal energy, tax credit is worth 30% of the taxpayer's basis in the energy property or qualified facility
Utility	Eversource Commercial New Construction or Major Renovation Path 1: Net Zero and Low EUI Building	Ground source heat pumps; air source heat pumps	Construction incentive: $2.00/ft^2 Ground source heat pump: $4,500/ton Air source heat pump: $800/ton Variable refrigerant flow: $1,200/ton Post occupancy incentive: $1.50/ft^2
State	Alternative Portfolio Standard	Ground source heat pumps; air source heat pumps	Alternative Energy Credits (AECs) vary based on market conditions, but estimate $15 per AEC
State	Solar Massachusetts Renewable Target (SMART) Program	Solar	Variable incentive value per kilowatt-hour (kWh) of solar energy generated, typically ranging between $0.22 and $0.26 per kWh

5. Have other municipalities established similar revolving funds?

There are several examples of Massachusetts municipalities that have authorized the establishment of these revolving funds to utilize rebates, incentives, and tax credits received

through state, federal, and utility energy efficiency, electrification, and renewable energy related programs to support sustainability related initiatives. The following are a sample of communities that have adopted this approach and the core aspects of their programs.

Municipality	Fund	Expenses Payable	Receipts
Town of Acton	Energy Efficiency Fund	Energy efficiency, energy conservation, or renewable energy projects or activities of the town.	Gifts, grants and donations received from public or private sources, federal and state funding programs, revenues from energy efficiency incentive payments, power purchase agreements, renewable energy leases, and similar sources.
Town of Holliston	Recycling Fund	Costs, wages and expenses relating to both operation of the recycling center and sustainability projects.	Payments to the town under solar net metering agreements, energy aggregation, and receipts from Recycling Center.
Town of Natick	Energy Efficiency and Clean Energy Capital Program Revolving Fund	Capital projects related to energy efficiency, renewable energy, and electrification.	Monies received through state, federal and utility energy efficiency and electrification rebates, incentives and tax credits.
City of Newburyport	Green Initiatives Fund	To develop, promote, implement, and administer Green activities associated with waste reduction energy conservation, recycling, a clean environment, and alternative energy initiatives.	Government entities, private and public corporations, foundations, private individuals, and other funding sources that provide and offer grants, rebates, donations, gifts and other resources associated with green initiatives.
City of Salem	Utility Energy Credit Fund	Projects or programs that reduce utility costs, use, and/or emissions. This may include personnel costs associated with participation in the programs that generate the credits.	Credits or payments received for projects or programs that specifically result in a reduction in utility costs, use, or emissions.

In addition, the Towns of Arlington and Wayland will both be pursuing the adoption of a Sustainability Revolving Fund during their respective Spring 2025 Town Meetings.

6. How is the revolving fund budget established?

Creating this type of revolving fund is a two-step process. The first step is to pass a general bylaw to authorize the revolving fund. The bylaw must identify the type of receipts to be credited to the revolving fund and specify the purposes for which monies in the revolving fund may be spent. After a Town Meeting approves the bylaw, the bylaw must then be reviewed by the Office of the Attorney General for approval. If the bylaw is approved and posted, the second step is to establish an annual spending limit. The spending limit must be approved at the Annual Town Meeting

before the start of the fiscal year. This revolving would first be effective July 1, 2026, for fiscal year 2027. The budget would be established at the May 2026 Annual Town Meeting.

7. How does the proposed revolving fund support the Town of Needham and the Commonwealth's net zero by 2050 goals?

The proposed revolving fund will help ensure capital is available to support future energy efficiency and clean energy projects in the Town, enabling the Town to continue to make strides towards achieving the goal of net zero emissions by 2050 as it pursues building electrification projects.

8. How could this proposed revolving fund affect upcoming construction projects?

On projects like the Fleet Maintenance addition to the Jack Cogswell Building, the revolving fund could help fund the installation of solar PV panels on the new roof as a later phase if the bids for the base building come in too high to be included within the original construction contract. For reference, the solar array at the Sunita Williams Elementary School was constructed under a separately bid contract once the Permanent Public Building Committee was comfortable with the amount of contingency left in the overall project. The Jack Cogswell Building addition has the potential of becoming the first net zero public project in Needham if solar PV is included.

9. Why is it important to have the revolving fund from a cash flow perspective?

The funds received from the state, federal, and utility programs typically do not come back to the Town until the project has been completed and all the energy related equipment is operating according to the design for a full year. These funds could be used to enhance the sustainability of existing and new buildings by reinvesting these rebates, incentives, and tax credits into future energy efficiency, electrification, and renewable energy projects, helping to secure a more sustainable future for the Town.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

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

The Board will review articles on the Annual Town Meeting Warrant and the Special Town Meeting Warrant.

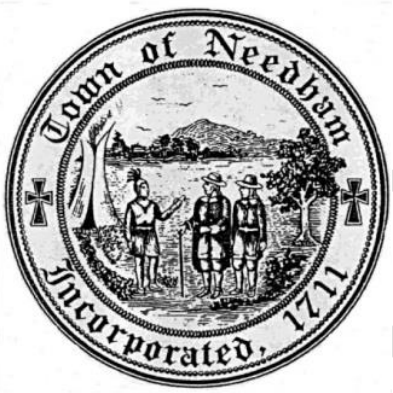
2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant and vote to support (not to support) article _____ in the Special Town Meeting Warrant.

3.	**BACK UP INFORMATION ATTACHED**

a. Final Annual Town Meeting Warrant (under separate cover)
b. May 12, 2024 Special Town Meeting Warrant Draft, April 11, 2025
c. Status of Articles as of April 11, 2025
d. Financial Application FAQ

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 12, 2025

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft - 4/14/2025

Draft - 4/11/2025

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 TWELFTH DAY OF MAY 2025

At seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz.:

FINANCE ARTICLES

ARTICLE 1: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate $195,516 for the purpose of funding and supporting public, educational, and government (PEG) programming provided by the Needham Channel, 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 be Adopted

Article Information: *The purpose of this article is to appropriate funds to make payments to the Needham Channel during the year. Included in every cable bill from the cable operators is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account (Public, Educational, and Governmental (PEG) Access and Cable Related Fund) created pursuant to the provisions of Massachusetts General Laws Chapter 44, section 53F¾ and approved at the May 8, 2023 Special Town Meeting under Article 10, and are to be used to support local cable programming for the Town's PEG channels. These funds will be used to continue these informational and educational services, which may include, but are not limited to, equipment purchases, contracted services, construction services, and labor expenses.*

ARTICLE 2: APPROPRIATE FOR INTERSECTION IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $30,000 for the purpose of funding intersection improvements at Kendrick Street and Fourth 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 be Adopted

Article Information: *The Planning Board issued a Major Site Plan Special Permit to Boston Children's Hospital for its development at 380 First Avenue. A condition contained in the permit requires a payment*

Draft 4/11/2025

of $30,000 for the purposes of traffic mitigation as related to the construction of the project. The Department of Public Works identified a traffic issue to be remedied between Kendrick Avenue, Third Avenue, and the 128/I95 ramp. An article to address this issue was proposed at the October 30, 2023 Special Town Meeting, but was withdrawn. The reason for withdrawal was that the Department of Transportation (MassDOT), which has jurisdiction over that portion of the Kendrick Street roadway, did not approve the Town's proposal to change the pavement markings. An alternate project was identified which would restripe a section of Kendrick Street to make the intersection at 128/I95 clearer, but MassDOT decided to perform the marking improvements themselves and completed this work. The new proposal is to apply the $30,000 payment from Children's Hospital to the design of a traffic signal to be installed at Kendrick Street and Fourth Avenue. Under the terms of the Special Permit, Children's Hospital has funded a feasibility study for the proposed signal with full design to be included in the Town's infrastructure program.

ARTICLE 3: AMEND THE FY2025 SEWER ENTERPRISE BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2025 Sewer Enterprise Operating Budget adopted under Article 14 of the May 2024 Annual Town Meeting as amended under Article 4 of the October 21, 2024, Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	$1,218,870	$1,122,870
201B	Expenses	$ 866,539	$ 962,539

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This article is to amend the current year sewer enterprise fund budget by reducing the salary and wages appropriation by $96,000 and increasing the expenses appropriation by $96,000 for no net change to the overall budget. During the year there were several vacancies in department which reduced the personnel expenses, but consequently the department needed to hire additional contractors to respond to emergency repairs and other standard services which the staff could not respond. The transfer provides the funding to meet those expenses. The Sewer Department is now fully staff.*

ARTICLE 4: AMEND THE FY2025 WATER ENTERPRISE BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2025 Water Enterprise Operating Budget adopted under Article 15 of the May 2024 Annual Town Meeting as amended under Article 5 of the October 21, 2024, Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

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Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	$1,672,073	$1,557,073
301B	Expenses	$1,689,997	$1,804,997

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *Similarly to the Sewer Enterprise Fund Budget article, this article is to amend the current year water enterprise fund budget by reducing the salary and wages appropriation by $115,000 and increasing the expenses appropriation by $115,000 for no net change to the overall budget. There were several vacancies in department during the year and there are currently two new vacancies. The department has hired additional contractors to respond to emergency repairs and to assist with other maintenance during the vacancies and for the present time will still need outside assistance to conduct backflow inspection work. The transfer provides the funding to meet those expenses for the balance of the fiscal year.*

ZONING ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – FLOOD PLAIN DISTRICT

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

1. Delete Section 2.3.1 in its entirety and replace it with the following:

   2.3.1

   All special flood hazard areas within the Town of Needham designated as Zone A, AE, or AH on the Norfolk County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Needham are panel numbers 25021C0016F, 25021C0017F, 25021C0018F, 25021C0019F, 25021C0028F, 25021C0036F, 25021C0037F, 25021C0038F and 25021C0039F dated July 8, 2025. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Engineering Division.

2. Delete Section 3.3 Uses in the Flood Plain District in its entirety and replace it with the following:

   3.3 Uses in the Flood Plain District

   The purpose of the Flood Plain District is to:

   (a) Protect the streams, rivers, and other watercourses in the Town and their adjoining lands;

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(b) Protect the health and safety of persons and property against the hazards of flooding;
(c) Preserve and maintain the ground water table for water supply purposes;
(d) Protect the community against detrimental use and development of lands adjoining such water courses;
(e) Conserve the watershed areas of the Town for the health, safety, welfare of the public;
(f) Preserve the balance of the components of the ecosystem of the watercourses and adjoining land;
(g) Ensure public safety through reducing the threats to life and personal injury;
(h) Eliminate new hazards to emergency response officials;
(i) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
(j) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
(k) Eliminate costs associated with the response and cleanup of flooding Conditions; and
(l) Reduce damage to public and private property resulting from flooding waters.

The Flood Plain District shall be considered as overlying other use districts established by this By-Law. Within the Flood Plain District, the requirements of the underlying district continue to apply insofar as they comply with the provisions of this section. In the event there is a conflict or difference between the provisions of the overlying and underlying district the more restrictive shall apply. Compliance with these provisions shall not be construed as satisfying the provisions of Massachusetts General Laws Chapter 131. The flood plain management regulations found in this Flood Plain District section shall take precedence over any less restrictive conflicting local laws, rules or regulations.

3. Insert a new Section 3.3.1 to read as follows:

3.3.1 Designation of Town Floodplain Administrator

The Town hereby designates the position of Town Engineer to be the official floodplain administrator of the Town.

4. Insert a new Section 3.3.2 to read as follows:

3.3.2 Definitions Applicable in Flood Plain District

The following definitions shall be applicable in the Flood Plain District.

Development – means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Floodway – the channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Functionally Dependent Use – means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

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Highest Adjacent Grade – means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure – means any structure that is:

(a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

(1) By an approved state program as determined by the Secretary of the Interior or

(2) Directly by the Secretary of the Interior in states without approved programs.

New Construction – Structures for which the start of construction commenced on or after the effective date of the first flood plain management by-law adopted by the Town, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.*

Recreational Vehicle – means a vehicle which is:

(a) Built on a single chassis;
(b) 400 square feet or less when measured at the largest horizontal projection;
(c) Designed to be self-propelled or permanently towable by a light duty truck; and
(d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special Flood Hazard Area – the land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30.

Start of Construction – the date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as

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garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure – means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial Repair of a Foundation – when work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR.

Variance – means a grant of relief by the Town from the terms of a flood plain management regulation.

Violation – means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in US Code of Federal Regulations, Title 44, §60.3 is presumed to be in violation until such time as that documentation is provided.

5. Delete Section 3.3.3 Uses Requiring A Special Permit and insert in its place the following:

3.3.3 Special Permit Required for all Proposed Development in Flood Plain District

A special permit from the Board of Appeals is required for:

(a) All proposed construction or other development in the Flood Plain District, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.

(b) Any driveway and walkway ancillary to uses otherwise permitted by this section.

(c) Tennis courts or other uses requiring a similarly prepared surface.

(d) Water and sewer pumping stations.

(e) Any use not expressly permitted or prohibited.

(f) Swimming pools, together with structures, walkways, mechanical systems accessory thereto, and fences.

(g) Any use permitted in the underlying district in which the land is situated, subject to the same use and development restrictions as may otherwise apply thereto, provided that the land designated as being within the Flood Plain District is found by the Board of Appeals not, in

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fact, to be subject to flooding. The Board of Appeals shall refer each question on this matter to the Planning Board, Conservation Commission, Board of Health, and Department of Public Works, and shall not act until these agencies have reported their recommendations or 45 days have elapsed after such referral and no report has been received.

6. Delete the introductory paragraph of Section 3.3.4 Special Permit Criteria and replace it with the following:

The Town's special permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the Flood Plain District. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

In addition, in granting a special permit, the Board of Appeals shall consider, among other factors, the following:

7. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM) in Section 3.3.5(c) from July 17, 2012 to July 8, 2025, so that this section reads as follows:

(c) Base flood elevation data shall be provided for subdivision proposals or other developments of greater than 50 lots or 5 acres, within unnumbered A zones, as shown on the Norfolk County Flood Insurance Rate Map IFIRM) dated July 8, 2025.

8. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM), Floodway Map, and Flood Insurance Study in Section 3.3.5(d) from July 17, 2012 to July 8, 2025, so that this section reads as follows:

(d) Within areas designated Zone A, AH, and AE, along watercourses that have not had a regulatory floodway designated, as shown on the Norfolk County Flood Insurance Rate Map (FIRM), Floodway Map, and Flood Insurance Study, dated July 8, 2025, the best available Federal, State, local or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

9. Insert in Section 3.3.5 General Provisions Relating to Flood Plain District the following new subsections to read as follows:

(f) In A Zones, in the absence of FEMA BFE data and floodway data, the Building Department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

(g) In A, AE and AH Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

(h) If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by

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submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:

• NFIP State Coordinator
Massachusetts Department of Conservation and Recreation

• NFIP Program Specialist
Federal Emergency Management Agency, Region I

(i) The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to any variance, and will maintain this record in its files. The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a Town official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as $25 for $100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the Flood Plain District.

10. Amend the date of the Norfolk County Flood Insurance Rate Map (FIRM) and Flood Insurance Study in the first paragraph of Section 3.3.6 from July 17, 2012 to July 8, 2025, so that this paragraph reads as follows:

Reference if hereby made to the Norfolk County Flood Insurance Rate Map (FIRM) and Flood Insurance Study dated July 8, 2025—both of which are on file in the office of the Town Clerk, Planning Board, Building Official, Conservation Commission and Engineering Department. In granting special permits authorized above under Subsections 3.3.3 and 3.3.4, the Board of Appeals shall, as appropriate, require the following as conditions of approval:

11. Delete Section 3.3.6(c) and insert in its place the following:

(c) In a riverine situation, the Town Engineer shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities, especially upstream and downstream
- Bordering States, if affected
- NFIP State Coordinator
  Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
  Federal Emergency Management Agency, Region I

12. Insert new Section 3.3.7 to read as follows:

3.3.7 <u>Variances</u>

A variance from this Flood Plain District By-law must meet all requirements set out by Massachusetts law, and may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

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13. Insert a new Section 3.3.8. to read as follows:

3.3.8 <u>Disclaimer</u>

The degree of flood protection required by this By-law is considered reasonable but does not imply total flood protection.

14. Re-number all sections within Section 3.3 in appropriate numerical order to account for the insertion of new Sections 3.3.1 and 3.3.2 as provided for above.

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

<u>Article Information:</u> This article amends the flood plain district to reference the new Norfolk County Flood Insurance Rate Maps which become effective July 8, 2025. Additionally, the article updates Needham's flood plain zoning regulations to assure compliance with mandatory National Flood Insurance Program (NFIP) requirements. The NFIP requirements contained in this article are not new and have been in place under the NFIP for decades. However, for various reasons, Massachusetts communities have not previously been required to adopt all the NFIP requirements; so this is a sort of "catching up" to bring all of Massachusetts communities into compliance. Moving forward the Federal Emergency Management Agency (FEMA) will no longer accept local by-laws that are lacking these mandatory NFIP requirements. The specific provisions FEMA has required as contained in this article are as follow: (1) A statement of program purpose; (2) The designation of a Community Flood Plain Administer; (3) Inclusion of the required National Flood Insurance Program definitions;(4)A special permit requirement for all proposed construction in the flood plain district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties;(5) Establishment of floodway encroachment standards along watercourses that have not had a regulatory floodway designation; (6) Elevation and anchorage standards for recreational vehicles to be placed on a site for 180 days or more; (7) An assurance statement that all state and federal permits required for a project have been obtained; (8) Town submittal of new technical data to FEMA, within 6 months, of changes in the base flood elevation so insurance and floodplain management can be updated to current data; (9) Notification requirements for variances to building code floodplain standards so that the affected property owner understands the associated increased insurance rate; (10) Notification requirements for watercourse alterations or relocations in the riverine area so that affected parties have advance notice of flood plain alterations and potential flood risk; (11) Establishment of required local flood plain zoning by-law variance standards to maintain NFIP compliance; and (12) Inclusion of a disclaimer of liability statement so that it is clear the degree of flood protection required by the by-law does not imply total flood protection.

For residents of a community to be eligible to receive flood insurance, the community must agree to abide by the National Flood Insurance Program's minimum requirements for flood plain management. These modifications have been prepared to ensure compliance with the requirements of that program. Failure to adopt these revisions will result in Needham's suspension from the National Flood Insurance Program.

<u>ARTICLE 6</u>: AMEND ZONING BY-LAW – MAP CHANGE TO FLOOD PLAIN DISTRICT

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To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map to revise the boundaries of the Flood Plain District so that the District now comprises the following:

(a) All special flood hazard areas within the Town of Needham designated as Zone A, AE, or AH on the Norfolk County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Norfolk County FIRM that are wholly or partially within the Town of Needham are panel numbers 25021C0016F, 25021C0017F, 25021C0018F, 25021C0019F, 25021C0028F, 25021C0036F, 25021C0037F, 25021C0038F, and 25021C0039F dated July 8, 2025. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025.

(b) All that land along or sloping toward that portion of Rosemary Brook between Rosemary Lake and Central Avenue that is at or below the following elevations: (i) Ninety (90) feet above mean sea level upstream of West Street; and (ii) Eighty-eight (88) feet above mean sea level between West Street and Central Avenue.

(c) All that land along or sloping toward that portion of Rosemary Brook between Central Avenue and the Needham-Wellesley town line that is at or below an elevation of eighty-five (85) feet above mean sea level.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article describes the geographical boundary of the Town's flood plain zoning district as it will be reflected on a revised zoning map. Said area comprises the geographical area that the Federal Emergency Management Agency (FEMA) has defined as having a 1% chance of flooding in a given year. The exact boundaries of the District are defined by the 100-year base flood elevations shown on the Norfolk County Flood Insurance Rate Map (FIRM) and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025.

GENERAL ARTICLES

ARTICLE 7: TOWN HALL SATURDAY HOURS

To see if the Town will vote to rescind its vote under Article 36 of the May 1, 2023 Annual Town Meeting that Town Hall remain closed on Saturdays; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The 2023 Annual Town Meeting voted pursuant to Massachusetts General Law Chapter 41, Section 110A that Town Hall would be deemed closed on Saturdays, which had the effect of moving the last day of voter registration for Town Elections from a Saturday to a Friday. Since the Town is required to remain open on Saturday for State and Federal elections, the Town Clerk has determined

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that allowing voter registration for Town elections on Saturday as appropriate will reduce potential confusion.

ARTICLE 8: ACCEPT THE PROVISIONS OF M.G.L. CHAPTER 59 SECTION 5K – PROPERTY TAX PROGRAM FOR PEOPLE OVER THE AGE OF 60

To see if the Town will vote to accept the provisions of M.G.L. Chapter 59, Section 5K, to allow the Select Board to establish a program for persons over 60 to volunteer to provide services to the Town in exchange for a reduction of their real property tax obligations; to allow, for qualifying persons physically unable to provide such services, that an approved representative may provide the services in their stead; to allow for the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year; and to provide that this program will first be available in FY2026;

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would establish a property tax work-off program for residents over sixty years of age under the bounds of Massachusetts General Law Chapter 59, Section 5K. This program would replace the current Senior Corps program and be administered as a functionally unified program with the veterans property tax work-off program proposed in Article 9. The two proposed programs will offer the same level of benefits to their respective qualifying residents.

ARTICLE 9: ACCEPT THE PROVISIONS OF M.G.L. CHAPTER 59 SECTION 5N – PROPERTY TAX PROGRAM FOR VETERANS

To see if the Town will vote to adjust the exemption provided for in M.G.L. Chapter 59, Section 5N, which allows the Select Board to establish a program for veterans and spouses of veterans that are deceased or have service-connected disabilities to volunteer to provide services to the Town in exchange for a reduction of their real property tax obligations, to allow for persons physically unable to provide such services to have an approved representative provide the services in their stead; to allow for the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year; and to provide that said the program with these adjustments will first be available in FY2026;

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article would amend a previously approved, but to-date unlaunched, property tax work-off program for veterans under the bounds of Massachusetts General Law Chapter 59, Section 5N. Certain provisions of Massachusetts General Law Chapter 59, Section 5N were adopted by the 2014 Annual Town Meeting. Since adoption, the law has been amended by the General Court to raise the amount of benefits provided by the statute. Town Meeting must approve said expansion. The proposed program would match the benefits of the proposed property tax work off program for those over sixty years old noted in Article 8 and would be administered as a functionally unified program.

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ARTICLE 10: AMEND GENERAL BY-LAWS – REVOLVING FUNDS

To see if the Town will vote to amend the General Bylaws by inserting a new Section 2.2.7.5.12 – Energy Efficiency and Clean Energy Capital Program Revolving Fund as follows:

"2.2.7.5.12 Energy Efficiency and Clean Energy Capital Program Revolving Fund

Fund Name: There shall be a separate fund called the Energy Efficiency and Clean Energy Capital Program Revolving Fund authorized for use by the Department of Public Works.

Revenues: The Town accountant shall establish the Energy Efficiency and Clean Energy Capital Program Revolving Fund as a separate account and credit to the fund all of the receipts from State, Federal, and utility energy efficiency, renewable energy and electrification rebates, incentives, and tax credits.

Purposes and Expenditures: The Town Manager may expend on an annual basis and up to the spending limit authorized by Town Meeting for the purposes of funding capital projects related to energy efficiency, renewable energy, and electrification.

Fiscal Years: The Energy Efficiency and Clean Energy Capital Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2026."

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 44 §53E ½ allows the Town to establish municipal revolving funds. A revolving fund separately accounts for specific revenues and earmarks them for expenditure for particular purposes to support the activity, program, or service that generated the revenues. The objective of the proposed revolving fund is to allow the Town to use funds received from state, federal, and utility programs for completing qualifying energy efficiency and clean energy capital projects to help pay for future energy efficiency and clean energy capital projects. The Town of Needham's Climate Action Roadmap established a goal for the Town to achieve net zero emissions by 2050, which will require investments in infrastructure that will result in energy and emissions reductions. These projects are expected to qualify for payments from state, federal, and utility programs, and the Town may use these payments to reinvest in the completion of future energy efficiency and clean energy capital projects. This will help ensure capital is available for future energy efficiency and clean energy projects and enable the Town to continue to benefit from long-term cost savings from these projects.

ARTICLE 11: AMEND GENERAL BY-LAWS – PLASTIC FOOD AND BEVERAGE SERVICEWARE AND SINGLE-USE ITEMS

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 PROHIBITED USE AND DISTRIBUTION OF CERTAIN FOOD AND BEVERAGE SERVICEWARE AND SINGLE-USE ITEMS (AKA SKIP-THE-STUFF)

3.13.1 Definitions.

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a) "Accessories" means any food and beverage serviceware items that are not dishware and containers. The term "accessories" as used in this section includes, but is not limited to, straws, forks, spoons, knives, chopsticks, stirrers, splash guards, cocktail sticks, toothpicks, condiment packages, and napkins.

b) "Condiment" means a single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used with food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, butter, salad dressings, salt, sugar, sugar substitutes, pepper, and chile pepper.

c) "Food or Beverage Establishment" 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.

d) "Food and Beverage Serviceware" means all containers, bowls, plates, trays, cartons, cups, lids, on or in which prepared foods and beverages are packaged or directly placed. It also includes forks, knives, spoons, and other utensils that are used to serve or eat prepared foods or beverages.

e) "Full Service Food Establishment" means a food establishment where customers are seated at a table either by waitstaff or by themselves, and where orders are taken and served by waitstaff at the table.

f) "Online Food Ordering Platform" means the digital technology provided on a website or mobile application through which a consumer can place an order for pick-up or delivery of Prepared Food. Such platforms include those operated directly by a Food Establishment, by companies that provide delivery of Prepared Meals to consumers, and by online food ordering systems that connect consumers to a Food Establishment directly.

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, wholesale suppliers, restaurants, pharmacies, food or ice cream trucks, private membership clubs, convenience stores, grocery stores, supermarkets, liquor stores, seasonal and temporary businesses.

h) "Reusable" refers to food and beverage service ware that will be used multiple times in the same form by a food establishment. Such products are intended to be washed multiple times in a commercial dishwasher and to retain their form and function over multiple usage and washing cycles.

i) "Single Item Dispenser" means bulk dispensers that only dispense one item at a time.

j) "Single-use" means food and beverage serviceware that
   1) is not reusable,
   2) is designed to be used once and then discarded, or
   3) is not designed for repeated use and sanitizing.

3.13.2 Regulated Conduct.

1. Food, Beverage, or Retail Sales Establishments may not automatically provide Single-use Accessories, including in takeout orders, whether orders are placed online, via phone, or in person. Single-use Accessories may be provided only upon the request of the consumer either directly or in response to an inquiry by the food establishment. Single-use Accessories, including plastic forks,

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spoons and knives, may not be wrapped in plastic or offered as bundled sets. Food, Beverage or Retail Sales Establishments may have Single-use Accessories available at self-service stations. The self-service station may include a Single Item Dispenser.

2. Online Food Ordering Platforms must provide Food, Beverage or Retail Sales Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food, Beverage, or Retail Sales Establishment, such that customers can specifically request the Single-Use Accessories and Condiments that they wish to have included with their order.

   If Online Food Ordering Platforms are unable to provide Food, Beverage or Retail Sales Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food, Beverage or Retail Establishment such that customers can specifically request the Single-Use Accessory and Condiment that they wish to have included with their order, then the default will be set to exclude all Single-Use Accessories and Condiments from the order. Customers may request Single-Use Accessories and Condiments at the time of pick-up, or Food, Beverage or Retail Sales Establishments may provide self-service stations.

3. Full Service Food Establishments shall utilize only Reusable Food and Beverage Serviceware for dine-in customers.

3.13.3 Effective Date. This by-law shall take effect on January 1, 2026.

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.

and

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	Prohibited Use and Distribution of Certain Food and Beverage Serviceware and Single-use Plastic Items (AKA Skip-the-Stuff)	$100	Per Day	Director of Health and Human Services or Designee

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: This article would prohibit food, beverage, or retail sales establishments from automatically providing single-use accessories, including in takeout orders.

<u>ARTICLE 12</u>: AMEND GENERAL BY-LAWS – BLASTIC PLASTIC KITCHENWARE

To see if the Town will vote to amend the General By-laws by:

1. Adding a new Section 3.14 to read as follows:

SECTION 3.14 BLACK PLASTIC KITCHENWARE

3.14.1 **Definitions.**

a) "Dishware and Containers" means all containers, bowls, plates, trays, cartons, cups, condiments/sauce cups, lids, film wrap and other items on or in which prepared foods and beverages are packaged or directly placed.

b) "Flatware" refers to forks, spoons, knives, and serving utensils. This includes, but is not limited to, larger spoons, forks, and tongs that retailers or consumers may use to serve prepared foods.

c) "Food or Beverage Establishment" 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.

d) "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, sold or otherwise provided to a consumer. For the purposes of this bylaw, prepared food does not include food packaged outside of the Town of Needham.

e) "Plastic" means material made from or comprising organic polymers from plant extracts or fossil fuels, whether the material is processed, reprocessed, re-used, recycled or recovered. Polymers are any of various complex organic compounds produced by polymerization—a process in which small molecules combine to make a very large chainlike molecule. Polymers can be molded, extruded, cast into various shapes and films, or drawn into filaments and then used as textile fibers.

f) "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, wholesale suppliers, restaurants, pharmacies, food or ice cream trucks, private membership clubs, convenience stores, grocery stores, supermarkets, liquor stores, seasonal and temporary businesses.

g) "Single-use" means food and beverage serviceware that
   1) is not reusable,
   2) is designed to be used once and then discarded,
   3) is not designed for repeated use and sanitizing.

3.14.2 Regulated Conduct.

Draft 4/11/2025

(a) Food, Beverage and Retail Sales Establishments are prohibited from dispensing Prepared Food, condiments, sauces, or beverages to any person in Single-use Dishware and Containers made from black plastic.

(b) Food, Beverage and Retail Sales Establishments are prohibited from providing Single-use Flatware made from black plastic to any person.

(c) The Town of Needham is prohibited from dispensing Prepared Food, condiments, sauces, or beverages to any person in Single-use Dishware and Containers made from black plastic.

(d) The Town of Needham is prohibited from providing Single-use Flatware made from black plastic to any person.

3.14.3 Effective Date. This by-law shall take effect on January 1, 2026.

3.14.4 Regulations. The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.14.5 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.

and

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:

3.14	Black Plastic Kitchenware	$100	Per Day	Director of Health and Human Services or Designee

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: This article would prohibit food, beverage and retail sales establishments are dispensing prepared food, condiments, sauces, or beverages to any person in single-use dishware and containers made from black plastic.

RESERVE ARTICLES

<u>ARTICLE 13</u>: APPROPRIATE TO CAPITAL EQUIPMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $161,128 to the Capital Equipment 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.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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. This fund was repurposed and redesigned as the Capital Equipment Fund (CEF) under Article 14 of the October 21, 2024 Special Town Meeting. The purpose of the CEF is to allow the Town to reserve funds to use for capital equipment when ordinary funding sources are unavailable, but when purchases should not be delayed. 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 January 1, 2025 was $1,705,752.

ARTICLE 14: AMEND SPECIAL STABILIZATION FUND

To see if the Town will vote to amend the special stabilization fund adopted under Article 39 of the 2012 Annual Town Meeting called the Athletic Facility Improvement Fund. The purpose of this Fund is to allow the Town, from time to time, to reserve funds for future appropriation for design, maintenance, renovation, reconstruction or construction of athletic facilities, including Town playing fields and the Rosemary Pool; and further in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5B which allows the dedication, without further appropriation, 40% of the Rosemary Pool use fees collected be credited to the fund for Rosemary Pool related improvements, effective for FY2026 beginning on July 1, 2025; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to provide another funding source for Athletic Facility Improvement Fund. This fund was originally created in 2012 as a reserve which was to set aside funds for future capital expenses particularly expenses that are anticipated in order to continue to use the facilities such as the replacement of the synthetic turf fields at Memorial and DeFazio fields. The Rosemary Pool has equipment, pumps, and structures that are needed to operate the pool and for the enjoyment of the public, which will need to be replaced from time to time. Positive action on this article will dedicate 40% of the fees collected for the use of the pool to be put into the fund so that there are monies available to help fund those expenses. Based on a five year average approximately $97,000 would be added to the fund annually. Some of the capital expenses that are likely to be incurred for the support of the pool which have been identified by Park and Recreation are estimated to be $325 to $425K within the next five years. The funds may be used only upon appropriation by Town Meeting.

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 - 4/11/2025

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 25th day of March 2025.

_____
Kevin Keane, Chair

_____
Heidi Frail, Vice Chair

_____
Catherine Dowd, Clerk

_____
Marianne Cooley, Member

_____
Joshua Levy, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY
Attest:
Constable:

Draft - 4/11/2025

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
	ANNUAL TOWN MEETING							
1	ANNUAL TOWN ELECTION							
2	COMMITTEE AND OFFICER REPORTS							
3	ESTABLISH ELECTED OFFICIALS' SALARIES			Adopt				
4	APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION			Recommendation to be Made at Town Meeting				
5	FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS ASSOCIATION			Recommendation to be Made at Town Meeting				
6	APPROPRIATE FOR CLASSIFICATION AND COMPENSATION STUDY			Adopt				
7	APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM			Adopt				
8	APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM			Adopt				
9	APPROPRIATE FOR FORESTRY MANAGEMENT			Adopt				
10	APPROPRIATE FOR CLIMATE ACTION PROGRAM INITIATIVES			Adopt				

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
11	APPROPRIATE FOR FINANCIAL APPLICATION SOFTWARE			Adopt				
12	APPROPRIATE FOR OPIOID PROGRAMMING			Adopt				
13	APPROPRIATE THE FY2026 OPERATING BUDGET			Recommendation to be Made at Town Meeting				
14	APPROPRIATE THE FY2026 SEWER ENTERPRISE FUND BUDGET			Adopt				
15	APPROPRIATE THE FY2026 WATER ENTERPRISE FUND BUDGET			Adopt				
16	SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS			Adopt				
17	AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS			Adopt				
18	AMEND ZONING BY-LAW – MULTI-FAMILY OVERLAY DISTRICT (THE “BASE COMPLIANCE PLAN)			Adopt				
19	AMEND ZONING BY-LAW – MAP CHANGE FOR MULTI-FAMILY OVERLAY DISTRICT (THE “BASE COMPLIANCE PLAN”)			Adopt				

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
20	APPROPRIATE FOR ON-GOING COLLECTIONS STORAGE UPGRADES/NEEDHAM HISTORY CENTER & MUSEUM			Adopt				
21	NEEDHAM TRAIL SIGNAGE IMPROVEMENTS			Adopt				
22	APPROPRIATE FOR EAST MILITIA HEIGHTS DEVELOPMENT - CHARLES RIVER CENTER			Recommendation to be Made at Town Meeting				
23	APPROPRIATE FOR PRESERVATION OF SEABEDS WAY & CAPTAIN ROBERT COOK DRIVE			Adopt				
24	ACTION PARK & PICKLEBALL COURTS DESIGN			Adopt				
25	APPROPRIATE FOR ELIOT SCHOOL GROUNDS RENOVATION (DESIGN)			Adopt				
26	APPROPRIATE FY2026 CPA BUDGET AND RESERVES			Adopt				
27	APPROPRIATE FOR GENERAL FUND CASH CAPITAL			Adopt				
28	APPROPRIATE FOR ELIOT SCHOOL BOILER REPLACEMENT			Adopt				
29	APPROPRIATE FOR LIBRARY RENOVATION			Adopt				

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
30	APPROPRIATE FOR NEEDHAM HIGH SCHOOL STAIR REPAIR	Emergency Preamble		Adopt				
31	NEWMAN SCHOOL THEATRICAL LIGHTING, SOUND, AND RIGGING REPAIRS			Adopt				
32	CENTER AT THE HEIGHTS RENOVATION DESIGN			Adopt				
33	APPROPRIATE FOR PUBLIC WORKS FACILITEIS IMPROVEMENTS/COGSWELL BUILDING			Recommendation to be Made at Town Meeting				
34	APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE			Adopt				
35	APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL			Adopt				
36	APPROPRIATE FOR INFILTRATION AND INFLOW			Adopt				
37	APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL			Adopt				
38	APPROPRIATE FOR WATER SERVICE CONNECTIONS			Adopt				
39	RESCIND DEBT AUTHORIZATIONS			Adopt				
40	AMEND GENERAL BY-LAWS – CONTRACT PROCEDURES			Recommendation to be Made at Town Meeting				

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
41	ACCEPT M.G.L. c.59, §5 CLAUSES TWENTY-SECOND I AND TWENTY-SECOND J (VETERANS'PROPERTY TAX EXEMPTIONS)			Adopt				
42	INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE			Adopt				
43	APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND			Adopt				
44	APPROPRIATE TO CAPITAL FACILITY FUND			Adopt				
45	CITIZENS' PETITION – LEAF BLOWERS			Recommendation to be Made at Town Meeting				
46	CITIZENS' PETITION – NUCLEAR DISARMAMENT			No Position				
47	OMNIBUS							
	SPECIAL TOWN MEETING							
1	APPROPRIATE FOR PEG PROGRAMMING			Adopt				
2	APPROPRIATE FOR INTERSECTION IMPROVEMENTS			Adopt				
3	AMEND SEWER ENTERPRISE FUND BUDGET			Adopt				

TOWN MEETING
Status of Articles 4/11/2025

#	Article	Status	SB Position	FC Position	SB	FC	CPC	Planning
4	AMEND WATER ENTERPRISE FUND BUDGET			Adopt				
5	AMEND ZONING BYLAW FLOOD PLAIN			No Position				
6	AMEND ZONING BYLAW FLOOD PLAIN MAP			No Position				
7	RESCIND MGL TOWN HALL SATURDAY HOURS			No Position				
8	ACCEPT MGL SENIOR TAX WORK OFF			Adopt				
9	ACCEPT MGL VETERANS TAX WORK OFF			Adopt				
10	AMEND GENERAL BY-LAWS – REVOLVING FUNDS							
11	AMEND GENERAL BY-LAWS – PLASTIC FOOD AND BEVERAGE SERVICEWARE AND SINGLE-USE ITEMS			Adopt				
12	AMEND GENERAL BY-LAWS – BLASTIC PLASTIC KITCHENWARE							
13	APPROPRIATE TO CAPITAL EQUIPMENT FUND			Adopt				
14	AMEND SPECIAL STABILIZATION FUND			Adopt				

2025 Annual Town Meeting
Article 11
Appropriate for Financial Application Software
Frequently Asked Questions

1. What does this article accomplish?

This article would fund the replacement of the Town's Enterprise Resource Planning (ERP) financial application, which is the software that manages core business processes. These core processes include finance (billing and accounts receivable, accounting, accounts payable, payroll, and budget monitoring), human resources, purchasing, inventory, and asset management. All Town departments, staff, and residents interact with this software in one way or another.

2. Why is a new ERP system needed?

The new system is needed to address significant performance issues with the current software, particularly the tax/utility billing application, and to provide capacity to accomplish key processes today and into the future.

3. What aspects of the current system are problematic and why?

The Town's existing ERP system, Infinite Visions, lacks an appropriate cash book and tax/utility billing module. These two functions are handled by three standalone applications: Zobrio (cash book), Quality Data Systems (QDS) (tax/utility billing), and Flow (meter reads). These three applications together pass data to the financial system/General Ledger.

The disconnected nature of these important business processes has the following negative consequences:

- Multiple platforms and logins are required to operate the systems.
- Time-consuming data imports are required to pass data between the systems.
- Transaction details are not accessible from the General Ledger.
- Mission critical functionality relies on workarounds involving the third-party systems.
- The inefficient and time-intensive reconciliation of meter reads to utility bills, as well as cash receipts to invoices, leads to delays in posting payments to customer accounts and revenue to the General Ledger.

In addition, the Town has experienced significant challenges with its standalone tax/utility and cash book applications. These challenges include:

- QDS does not produce consistently accurate data. These inaccuracies include the misapplication of payment data in the proper hierarchy to taxpayer bills, and the inconsistent presentation of displayed data to calculated totals within the system. This requires additional staff time to reapply the payments by a manual process. These inaccuracies have frustrated both Treasury staff and Town residents, who have questions about their bills or payments.
- The inability of Treasury staff to complete basic tasks in QDS without company assistance, and poor/ unavailable technical support. Treasury staff experience lengthy delays in obtaining assistance and problem resolution, resulting in staff frustration and resident service delays.
- The disconnected nature of the Zobrio, QDS, and Flow applications from each other and from the Town's ERP system lead to interoperability challenges involving work-around processes, data sharing, and reconciliation.
- Some third-party systems are incompatible with certain online payment processors.

Finally, the Infinite Visions system, which was implemented in FY2014, lacks the robust functionality necessary to support the Town's current and future business. Although the Infinite Visions system is used in other Massachusetts towns, it is marketed as a financial application for school districts and smaller communities. Some underperforming characteristics of this system include:

- Limited ability to automate key processes including human resource employee onboarding, budgeting, procurement/receiving/payment processing, employee time entry/payroll, and storing/retrieving relevant documentation. This limited automation results in the need for duplicative key entry and offline processing that is often paper based.
- Centralized processing with limited workflows, which limits the ability of the system to decentralize processing and approvals for faster and more efficient operation.

4. How do Town departments, staff, and residents interact with this system?

The Town relies on this system to collect and account for taxpayer funds, plan and manage its resources, track and monitor Town-owned assets, and manage its human capital. Departments use the system to track their budgets, purchase materials, and pay their staff. Staff use the system to receive employee documents, like pay stubs, tax statements, and other employment notices. Taxpayers may use the system to make payments to the Town and to view their account history.

5. How are staff and residents negatively affected by the existing system?

Strong fiscal stewardship is a priority for the Town of Needham. The existing system's challenges have eroded the Town's ability to seamlessly bill and collect taxes, causing frustration for staff

and residents alike. In addition, the existing system lacks the forward-looking capability to expand and extend electronic commerce.

6. What are the consequences of not replacing the ERP software for the Town?

The consequences of continuing with the existing ERP system include:

- Staff unable to access and use information critical to daily operations.
- Difficulty in providing accurate and transparent financial data to taxpayers.
- Growing fatigue and decreasing faith in the Town's ability to timely issue bills and credit payments.
- Continued delays in billing, collecting, and updating Town revenues.
- Inefficient systems and work arounds shift limited staff time away from other core responsibilities.
- Negative impact on morale and employee retention.
- Unsustainable and inefficient systems that rely on centralized processing, manual and duplicative systems.

7. How would Article 11 address the ERP issues faced by the Town?

Article 11 would replace the Town's existing financial applications with a new ERP system that is appropriate to a community of Needham's size and complexity, and which embeds all the required functionality as an integrated operation within the same system. This embedded functionality includes utility and tax billing, cash receipts and accounts receivable, accounting, budgeting, reporting, human resources, payroll, purchasing, and inventory and asset management. The embedded functionality would replace the existing standalone, third-party cash book and utility/tax billing applications. In addition, the system would provide powerful functionality to support future-oriented capabilities, including workflows and process automation.

8. What are the benefits of a new ERP system?

Benefits to taxpayers and staff include:

- Streamlined processes that lead to better customer service and faster turn-around times.
- Transparent and accurate data about Town finances and customer accounts.
- Improved access to data through customer portals and mobile devices.
- More options for transacting business with the Town.
- Better reporting and planning capabilities, resulting from reliable and accurate data.
- Increased efficiency, through automated tasks and streamlined operations.
- Sustainable operational processes capable of meeting future demands and growth.

9. Didn't the Town recently replace its financial software?

Yes. The October 4, 2020, Special Town Meeting appropriated $1,075,000 to purchase a new tax/utility billing module for motor vehicle and trailer excise, real estate and personal property taxes, and utility and general billing. This initiative resulted in the acquisition of the QDS, Zobrio, and Flow software packages, which the Town now uses to collect tax and utility revenue. These systems replaced the Town's legacy HTE/Central Square billing application, which had been in place since 1993. Funding did not include a replacement of the financial applications. The appropriation also included funding for the decommissioning of the legacy billing and collections applications as well as the general ledger financial applications and for the archiving of more than 30 years of historical records. This has not yet been done, but is still required so that the records will be available in accordance with the public records law.

10. Why did the Town purchase QDS if it has proven to be a dissatisfactory application?

The Town conducted a competitive procurement process to select the new system, as required by the state's Uniform Procurement Act. The procurement law requires municipalities to undertake a sealed bid process to find the lowest cost system judged to be capable of meeting Needham's identified needs. The QDS system was selected by a working group of staff from multiple departments including Finance and the Public Schools, who evaluated the system against a lengthy list of pre-determined criteria and who conducted rigorous reference checks of other governmental users. Based on the results of this process, a contract was awarded to QDS in June 2022.

After implementation, a process which took approximately 18 months to complete, the Town discovered several concerns with the QDS billing software. As mentioned above, these concerns included the following:

- Inconsistent processing of billing and collection activities and misapplication of payment data in proper hierarchy on taxpayer bills.
- Displayed data does not always match calculated totals (logical errors).
- Company assistance is needed to complete basic tasks (e.g. integrations, reporting) leaving Town staff reliant on third parties for everyday use of the software.
- Unstable processes that do not work with consistency or fidelity.
- Poor/unavailable technical support from the company with long delays in getting questions answered and issues resolved, leading to missed deadlines.
- The need for a separate software platform (Flow) to interpret meter reads to generate utility bills.

In addition, the associated utility (Flow) and cash book (Zobrio) applications do not work seamlessly with QDS:

- The third party software is windows-based and incompatible with other systems (school Apple operating systems and some online payment processors).
- System functionality relies on third-party work arounds.
- Multiple platforms and logins are required to operate systems.
- Time-consuming data imports to QDS and the Town's Financial Systems.
- Limited transaction details in the General Ledger.
- Inefficient and time-intensive reconciliation of meter reads to utility bills, cash receipts to invoices and General Ledger, leading to delays in posting revenue.

11. Has the Town communicated its concerns to QDS?

Town staff have been meeting with the QDS project team on a weekly basis for more than a year to resolve the non-performance issues. The Town has also had multiple discussions with QDS leadership about ongoing concerns. Unfortunately, the Town has concluded that QDS is unable to provide the billing system required to meet the Town's needs.

12. What recourse does the Town have against QDS for its failure to adequately perform its contract?

The contract with the current vendor contains several obligations and guarantees/warrantees relative to the services that are being evaluated by the Town and Town Counsel for possible further legal action.

13. Given the billing/revenue collection difficulties, why is the Town proposing a full replacement of the entire financial applications software?

It is important to replace the entire ERP system in order to provide fully integrated functionality among general ledger, billing, human resources/payroll and other modules. In addition, the Town seeks a system that can build capacity for efficient and effective operations into the future. The decision represents both a strategic and prudent solution to the ERP issues.

14. What alternatives to ERP system replacement has the Town considered?

The Town considered and rejected an alternative to return to an earlier billing system (HTE/ Central Square) or another stand-alone solution.

Although Needham already owns a license to the legacy HTE/Central Square system – a significant cost savings - such a move would perpetuate split financial systems for billing and all other functions (payroll, GL, purchasing, fixed assets). In addition, the Central Square software is based on old technology (AS400 mainframe) with a continued reliance on centralized processing, limited workflows, few customizations, no drill down access, and limited integration with third party payment processors. Moreover, the HTE/Central Square system has few Massachusetts customers, leaving Needham in a poor position to leverage system improvements and customer

support. Finally, a conversion to HTE/Central Square or other billing system would be just as time and labor intensive as a conversion to a new and fully functional replacement system.

15. Is it possible to phase implementation of a new financial application system over a period of years, starting with billing software replacement, instead of purchasing a new, enterprise-wide solution all at once?

A phased implementation is not advisable. Given the many inefficiencies of the existing system, the need for an integrated solution, and the reality of a lengthy conversion and implementation under any scenario, it is the right time to think strategically about migrating to an enterprise-wide financial software solution. Doing so will address both the immediate inadequacies of the billing software and will provide broad, long-term benefits of moving away from a fragmented system. Moving to a fully integrated financial system should improve Needham's capacity to accomplish key financial processes today and into the future by:

- Integrating all core business processes within a single system, including accounts payable and accounts receivable into one system.
- Automating key processes for more efficient and effective operations: human resource employee onboarding, budgeting, procurement/receiving/payment processing, employee time entry/ payroll, and storing/retrieving relevant documentation.
- Providing robust functionality to adequately support the size and complexity of the organization.
- Improve customer service experience for Needham residents.

A decision to delay the implementation of one or more aspects of a new ERP system would perpetuate the problems associated with disconnected and standalone systems. Additionally, the current system, purchased in 2014, will require an upgrade in the near future to ensure operability within an ever-evolving technology environment, irrespective of how the billing issues are addressed. As such, it only makes sense to consider a full system replacement at this time.

16. How long will the implementation process take?

The process to select and implement a new ERP will take approximately 3 years to complete, starting with a procurement process of 2-3 months. Upon purchase, it will take approximately 18 months to configure and install each module grouping. A potential implementation process could be:

- August 2025: Tax, Utility, and Chart of Accounts Concurrent Conversions (18 Months)
- March 2027: Human Resources/Payroll Concurrent Conversion (18 months)
- August 2029: Remaining ERP Functions

17. What is the fiscal impact of this recommendation?

The total estimated cost of replacing the Town's ERP system is approximately $2.5 million and consists of annual licensing fees and one-time implementation expenses. The one-time expenses include installation, concurrent licensing during transition, implementation assistance and project contingency. Although the exact cost of the new ERP system will not be known until the conclusion of the procurement process, the Town expects that the funds requested will be sufficient to purchase and install the new system. Moreover, the Town recently received notice of a Massachusetts Community Compact grant in the amount of $100,000 to support the conversion project. The prior appropriation is reserved for the decommissioning and archiving work that needs to be done.

Article 11 provides for $1,999,995 toward this purchase, including $1,423,170 from Free Cash and $576,825 from the Tax Levy. The FY2026 operating budget already includes $517,800 in recurring funds that can be applied toward the implementation cost of the new system, bringing the proposed total funding to the required $2.5 million total. Future operational budgets may need to be adjusted to cover any incremental ongoing licensing expense associated with the purchase.

	Recurring	One-Time	Total
Uses of Funds (Estimated Implementation Expense)			
Recurring License Expense	714,900.00		
One-Time Conversion Expense - Concurrent Licensing During Transition		347,600.00	
One-Time Conversion Expense - New ERP Implementation/ Conversion		1,181,400.00	
One-Time Conversion Expense - Implementation Assistance (3.0 FTE)		180,000.00	
Project Contingency		193,895.00	
Subtotal	**714,900.00**	**1,902,895.00**	**2,617,795.00**
Sources of Funds			
One Time - Community Compact Cabinet (CCC) Information Technology Grant	-	100,000.00	
Recurring Budget Funds - Town IT	347,600.00		
Recurring Budget Funds - School	170,200.00		
Subtotal	**517,800.00**	**100,000.00**	**617,800.00**
Net Additional Funds Needed (Financial Warrant Article)			**1,999,995.00**

18. What assurance can the Town provide that a new system can be implemented successfully?

The recent integration of the Town and School information technology services have positioned the Town well for a software acquisition of this type. The 2025 merger of these departments has increased the Town's internal capacity to plan and support enterprise-wide systems. Based on its prior experiences, the Town has also learned that it is important to have a dedicated project manager to coordinate an implementation, as well as support staff who can provide assistance. The proposed project includes a budget to provide additional staff to see the project through to successful conclusion.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

Agenda Item	Meeting Schedule
Presenter(s)	Kate Fitzpatrick, Town Manager

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

The Town Manager will ask the Board to identify dates for:

- Affordable Housing Trust Meeting
- Off-Leash Dog Area Pilot Joint Meeting with the Park & Recreation Commission
- FY2025/2026 Goal Setting

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only.

3.	**BACK UP INFORMATION ATTACHED**

a. April – June, 2025 Select Board and Staff Calendar

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Select Board Large House	8	9 Finance Committee Stormwater MP Trustees	10 Board of Assessors Water and Sewer Rate Structure Committee	11	12
13	14	15 Select Board Large House	16 Finance Committee Tree Committee	17 Board of Assessors	18	19
20	21 Patriots Day	22 Select Board	23 Kate unavailable	24 Board of Assessors Kate unavailable	25 Kate unavailable	26 Kate unavailable
27 Kate unavailable	28 LWV Precinct Night	29 Quiet Zone Working Group GBRC	30 Finance Committee			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Board of Assessors Technology Advisory Board	2	3
4	5 Town Meeting	6	7 Town Meeting	8 Board of Assessors Water and Sewer Rate Structure Committee	9	10
11	12 Town Meeting	13 Select Board	14 Town Meeting	15 Solid Waste Disposal & Recycling Advisory Committee	16 Katie unavailable	17 Katie unavailable
18	19 T-CHOC Tree Committee	20 Water and Sewer Rate Structure Committee	21 BAN Sale Large House	22 Community Conversations on Race	23 Katie unavailable	24 Katie unavailable
25 Katie unavailable	26 Memorial Day Katie unavailable	27 Select Board	28 GBRC Katie & Kate Unavailable	29 Katie & Kate Unavailable	30 David Unavailable	31 Katie unavailable

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NHS Graduation	2 Large House	3	4 a.m. Chairs Meeting @ EG	5 **	6 **	7 **
8 **	9 T-CHOC Large House **	10 Select Board **	11 **	12 Solid Waste Disposal & Recycling Advisory Committee **	13 **	14 **
15 **	16 ** Tree Committee	17 **	18 Finance Committee tentative **	19 Juneteenth **	20 David Unavailable **	21 **
22 **	23 GBRC Large House	24 Select Board	25 Finance Committee tentative	26 Kate's Retirement Party	27	28
29	30					
**Katie unavailable June 5 - 22						

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Fireworks	4 Independence Day	5
6	7	8	9	10	11 David Unavailable	12
13	14 TCHOC (TBD)	15 BAN Sale	16	17	18	19
20	21 Tree Committee	22 Select Board	23	24	25	26
27	28	29	30	31		

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 4/15/2025

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: 4/15/2025

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**
None	

Town of Needham
Select Board
Regular Meeting
Minutes for Tuesday, March 11, 2025
Select Board Chambers and
Via Zoom
https://us02web.zoom.us/j/82601013229

6:00 p.m. Call to Order:
A Regular Meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Cathy Dowd, Joshua Levy, and Town Manager Kate Fitzpatrick. Katie King, Deputy Town Manager, and David Davison, Deputy Town Manager/Director of Finance, were also in attendance.

6:01 p.m. Public Comment Period: None at this time

6:01 p.m. Public Hearing: Proposed Warrant Articles – Plastics Ban
Presenter: Kathie Raiz, Green Needham; Max Woolf, Charles River Chamber; Jay Spencer, French Press LLC

Ms. Raiz stated that the proposed article to ban black plastic is due to it containing flame-retardant chemicals which can gather in the body and contribute to health implications. Black plastics are also not currently recyclable. A survey found that white plastic is available and comparable to black plastic. It seems reasonable to seek alternatives. The Skip the Stuff bylaw is proposed to require customers request takeout materials from restaurants instead of it being automatically included. This would help eliminate zero-use waste.

Mr. Spencer stated that he is against both proposals. He stated that he believes such restrictions should be left to businesses or the State. He noted that black plastics are a manufacturing issue and bans place the onus on the end user, health concerns are regulated by the FDA and should not be regulated by the Town, and that it should not be the restaurant's responsibility to manage a readily available product. He concluded by saying the cost of black plastic is less than white plastic.

Mr. Woolf stated that the Chamber conducted outreach to its membership, noting that many restaurants found comparable costs between the two options and that regulatory bans were found to be challenging due to uncertainty. The Town's survey found that many restaurants believed there would be cost increases associated with the ban, leading the Chamber to oppose a black plastic ban. The Chamber supports the Skip the Stuff proposal.

Mr. Levy asked for additional data and articles. Ms. Raiz stated that she would send along additional information. She noted that the FDA does not regulate these plastic containers. She stated that she believed the Chamber letter expressed support of the

black plastic ban. Mr. Woolf stated that the ban was never outright supported by the Chamber, and it is believed this is not the right time to move forward with it.

Ms. Dowd asked about the process in Newton for a similar ban. Mr. Woolf stated that outreach in Newton found that replacements were available and supply chain issues were not onerous, but there were still some concerns with additional regulations. Mr. Spencer stated that there are different impacts depending upon the restaurant type.

Ms. Frail noted that the State normally acts due to influence from municipalities. She stated her support for Skip the Stuff, but was inclined to wait before deciding her opinion on the black plastic ban.

Mr. Keane stated that the hearing on these items will be closed this evening. The items will be included in the draft warrant and the Board can decide whether to keep them in at its meeting on the 25th. The Board can then vote on a position for this item. Ms. Fitzpatrick noted that the language will need to be reviewed with Town Counsel.

Motion by Ms. Frail to close the Public Hearing.
Second: Ms. Dowd. Unanimously approved 4-0.

6:38 p.m. Public Hearing: Eversource Grant of Location – 239 Manning Street
Presenter: Joanne Callender, Eversource Energy

Ms. Callender explained that Eversource is seeking a Grant of Location to install approximately 40' of conduit into Manning Street to provide underground service for the new home at 239 Manning Street.

Mr. Keane asked about potential utility conflicts when digging in the road. Ms. Callender stated that the current utilities will be protected in the process.

Motion by Ms. Frail that the Select Board approve and sign a petition from Eversource Energy to install approximately 40' of conduit in Manning Street.
Second: Ms. Dowd. Unanimously approved 4-0.

6:41 p.m. Director of Public Works:

- South St Water Main and BMP Project

Carys Lustig, Director of Public Works and Justin Savignano, Assistant Town Engineer, reviewed the South Street water main replacement project. The intention is to get water to infiltrate into the ground to treat it. As part of the project, some trees will need to be removed – most are invasive and/or diseased. Replacements are proposed at a 2:1 ratio. Ms. Frail suggested potentially replacing caliper inches instead of number of trees.

- Needham Center Project Interrelationship

Ms. Lustig presented activities proposed within the vicinity of Needham Center and business corridor. There are four interrelated projects: Highland Ave Reconstruction, Quiet Zone Locations, Envision Needham Center, and the Bottleneck Grant.

- Non-Essential Outdoor Water Use Restriction

Ms. Lustig explained that Needham produces all of its non-outdoor water in Town and supplements it with MWRA water. The State has put forth additional restriction, including one condition of the Water Management Act registration requirements that requires the Town's compliance by April 8, 2025. This condition requires the Town to implement non-essential outdoor water use restrictions during times of drought as declared by the Massachusetts Secretary of the Executive Office of Energy and Environmental Affairs. This is a challenging restriction to enforce, and enforcement will likely be on an educational basis at this time. This item is still pending litigation, as the Town is working with approximately 20 other communities to challenge the standing of the regulation. The Town will need to implement this item until and unless overturned.

Motion by Ms. Dowd that the Select Board delegate their authority to declare an emergency non-essential water use restriction as set forth in the General Bylaws 2.2.5.5.2 to the Town Manager in accordance with the Town's Water Management Act registration.
Second: Ms. Frail.

Discussion:
Mr. Levy stated that he will vote against this, as he does not want to delegate authority. Mr. Keane stated that he would also vote against this, as he would like the Select Board to make the call within 48 hours using an emergency Zoom meeting, if needed. As this would lead to a split vote, he recommended putting off the vote until additional Board members are present.

Ms. Dowd withdrew her previous motion.

- Solid Waste Update

Ms. Lustig provided an update of the Town's contract with Wheelabrator that is set to expire in June 2028. The Town is working with the consortium that originally negotiated this contract twenty years ago to revamp the group and start renegotiations for a successor agreement.

The Board asked for additional updates into the future.

8:03 p.m. Appointment Calendar and Consent Agenda:

Mr. Keane recused himself from this item and Ms. Frail sat as Acting Chair.

Motion by Ms. Dowd that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Mr. Levy. Unanimously approved 3-0.

APPOINTMENT CALENDAR

1.	Paula Jacobson	Envision Needham Center Working Group Term Exp: 6/30/2027
2.	Susan Mullaney	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027
3.	Marianne Cooley	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027
4.	Ali Blauer	Stephen Palmer Reuse Development Committee Term Exp: 6/30/2027

CONSENT AGENDA

1.	Approve Open Session Minutes of February 11, 2025, and Executive Session Minutes of February 25, 2025
2.	Approve a request from Gloria Greis, Executive Director of Needham History Center & Museum, to hold the road event "Needham 2 Arlington" in Needham. The event is scheduled for Saturday, April 19, 2025, starting at 8:45 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works
3.	Accept the following donation made to the Needham Community Revitalization Trust Fund: • $200 from Plugged In Band Program, Inc.
4.	Move the Regular Meeting of the Select Board scheduled for April 9, 2025, to April 15, 2025.

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham Oral Surgery and Implant Center	Needham Oral Surgery Open House	117 Chestnut Street	4/03/2025

Mr. Keane retook his seat.

8:05 p.m. Town Manager

- Accept and Refer Zoning

Ms. Fitzpatrick explained that this is a request by the Planning Board to place two Articles on the Special Town Meeting Warrant to amend the Zoning Bylaw for the Flood Plain District to accommodate the new FEMA flood plain maps.

Motion by Ms. Dowd that the Board vote to accept the proposed zoning articles:

- **Article 1: Amend Zoning By-Law – Flood Plain District**
- **Article 2: Amend Zoning By-Law – Map Change to Flood Plain District**

for referral to the Planning Board for its review, hearing, and report.
Second: Mr. Levy. Unanimously approved 4-0.

- Open Special Town Meeting Warrant

Myles Tucker, Support Services Manager, reviewed the Senior and Veteran Property Tax Work-Off Programs, listed as proposed articles in the May 12, 2025 Special Town Meeting, with the Board. The Board discussed keeping the proposed 80% AMI eligibility cap or removing the cap. There was agreement to consider this further in the future.

The Board also heard about the proposed Affordable Housing Property Tax Exemption from David Davison. This may be pulled from the Warrant if it needs additional examination.

Motion by Ms. Dowd that the Board vote to call for and open the warrant for the May 12, 2025, Special Town Meeting.
Second: Mr. Levy. Unanimously approved 4-0.

- 2025 Annual Town Meeting Warrant Update

Ms. Fitzpatrick stated that final changes to the Warrant will be presented to the Board at its meeting on the 25th.

- Town Manager Report
  - Regarding remote and hybrid meetings, the Town has been asked to sign onto a letter with the MAPC to urge the allowance for this continue. The Board agreed.
  - For Needham Power Choice enrollments, 94% of eligible accounts stayed enrolled in the program and 6% opted out. 92% of the accounts stayed with the standard option. 1% opted up to the 100% green and 7% opted down to the basic option. The Town's consultants noted that these data were either at or above expected levels.

8:33 p.m. Board Discussion

- Town Manager Search Update

Mr. Keane stated that the Town Manager Screening Committee met yesterday. Most of the meeting occurred in Executive Session, but the Committee's meeting was not properly posted. As a result, Town Counsel is determining how to address this under the Open Meeting Law. The Screening Committee will meet again to affirm its actions from the meeting. There were 14 total applications submitted.

- Committee Reports

Mr. Levy stated that the Stormwater Working Group continues to work through the proposed bylaws for multiple listening sessions and hearings. Once reviewed by the Board, this would move toward Town Meeting vote.

Mr. Keane stated that Envision Needham Center Working Group met, and initial traffic studies are being completed.

Mr. Keane stated that Community Conversations is looking at hosting events in May.

Ms. Dowd stated that T-CHOC met with the CPC. T-CHOC inherits the oversight of CPC funds for housing. The group also heard from the Needham Housing Authority regarding the process for the Linden & Chambers project.

Ms. Frail stated that the Large House Study Committee met on March 3rd to review the large house tour and survey. The main factors for a house looking out of place were determined to be height and lot coverage. There will be a meeting on March 31st to hear from Wellesley on their process.

Ms. Frail stated that she attended a book discussion by local Needham author, Tom Keating, on March 4th. On March 5th, she attended a landscaper zoom session by the petitioner regarding a seasonal ban on gas-powered leaf blowers. The Tree Committee held its first meeting on March 6th. On March 8th, she participated in a Needham Diversity standout. She and members of staff attended a dinner sponsored by Needham Muslim Neighbors on March 9th.

8:44 p.m. Executive Session

- Exception 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Fire Chief); and
- Exception 3: to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Motion by Mr. Keane that the Select Board enter into Executive Session pursuant to Exception 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Fire Chief); and

Exception 3: to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, and not to return to Open Session prior to adjournment.
Second: Ms. Frail. Unanimously approved by roll call vote: Keane – aye; Levy – aye; Frail – aye; and Dowd – aye; 4-0.

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, March 25, 2025, at 6:00 p.m.

A video recording of the March 11, 2025 Select Board Meeting can be found at https://www.youtube.com/watch?v=Df1grtyU-KI&ab_channel=TownofNeedhamMA or at https://www.needhamchannel.org/2025/03/needham-select-board-3-11-25/.

Town of Needham
Select Board
Regular Meeting
Minutes for Tuesday, March 25, 2025
Select Board Chambers and
Via Zoom
https://us02web.zoom.us/j/82601013229

6:00 p.m. Call to Order:
A Regular Meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Marianne Cooley, Cathy Dowd, Joshua Levy, and Town Manager Kate Fitzpatrick. Katie King, Deputy Town Manager, and David Davison, Deputy Town Manager/Director of Finance, were also in attendance.

6:01 p.m. Public Comment Period: None at this time

6:01 p.m. Babson College Scholarships
Presenter: Cathy Dowd, Select Board Clerk

Ms. Frail recused herself from this item.

Ms. Dowd explained that the Select Board awards scholarships to Needham residents and alumni of Needham High School from a fund made available to the Town by Babson College. There are currently seven students proposed to receive scholarships.

Motion by Ms. Dowd that the Select Board votes to award the Town of Needham Babson Scholarships to the following applicants:

1. **Alberto Colon* – Rising Senior, Renewal Recipient**
2. **Isabella Farese – Admitted Freshman**
3. **Danielle Friedline* – Rising Senior, Renewal Recipient**
4. **Rebecca Hwang – Admitted Freshman**
5. **Mark Khudisman – Rising Sophomore, Renewal Recipient**
6. **Henry London – Part-Time Graduate Student, Babson Alumnus**
7. **Isabella Reidy – Admitted Freshman**

***Conditional Pending Application Receipt by Babson**

Second: Ms. Cooley. Unanimously approved 4-0.

Ms. Frail rejoined the meeting seat.

6:03 p.m. Town Manager:

- Non-Essential Outdoor Water Use Restriction

Ms. Fitzpatrick explained that the recommendation is still to delegate the authority to declare or rescind an emergency non-essential water use restriction as set forth in the General Bylaws 2.2.5.5.2 to the Town Manager in accordance with the Town's Water Management Act registration.

Motion by Ms. Dowd that the Select Board delegate the authority to declare or rescind an emergency non-essential water use restriction as set forth in the General Bylaws 2.2.5.5.2 to the Town Manager in accordance with the Town's Water Management Act registration. The Town's compliance with the conditions of the registration will include all exemptions as allowed under the regulation including:

- **irrigation of public parks and recreation fields outside the hours of 9 AM to 5 PM;**
- **irrigation to establish replanted or resodded lawn or plantings during the months of May and September;**
- **irrigation of newly planted lawns (seeded or sodded) in the current calendar year for homes or businesses newly constructed in the previous twelve months; and**
- **filling of privately owned outdoor pools.**

Discussion:

In response to a question from Ms. Cooley, Ms. Fitzpatrick explained that this information would be released to the public using the Town website's active notification feature, the Town newsletter, posting on the website and social media, and alerting media.

Mr. Levy stated that he does not see a reason to change the process that is currently in place and has been working for some time.

Mr. Keane stated that he would have liked the Board to be able to hold a Zoom meeting in order to make these calls during times of drought, but that does not seem to be an option. He is torn on this item.

Second: Ms. Frail. Approved 4-1, with Mr. Levy voting no.

- Close May 12, 2025 Special Town Meeting Warrant

The Board reviewed the items on the Special Town Meeting Warrant. Ms. Dowd asked to keep the black plastic ban item on the Warrant. There is broad public support for this Article. The weight of evidence is in favor of this ban. Mr. Levy agreed that it is important to bring items that the Board supports to Town Meeting but if the Board is split on a measure, it is better to wait and have further discussion. The FDA regulates recycled plastics. He expressed concern with making more stringent rules than these. He further noted his discomfort with enforcement of some of the items within the Skip the Stuff Article. Ms. Cooley stated that there are items with microplastics, but it is not the Board's issue to overregulate those. She stated that black plastic is not currently recyclable, but there is likely technology

coming along to allow this. She further opined that Skip the Stuff is a commonsense issue that the Board should not regulate. Ms. Frail suggested a compromise that the Board include the black plastic ban as a goal and ask that the Commonwealth should take it on. The Board agreed that this should be placed on its goal list.

Motion by Ms. Frail to vote to include the article entitled Amend General By-Laws – Plastic Food And Beverage Serviceware And Single-Use Items in the Special Town Meeting Warrant.
Second: Ms. Dowd. Approved 3-2, with Mr. Levy and Ms. Cooley against.

Motion by Mr. Levy to vote to not include the article entitled Amend General By-Laws – Black Plastic Kitchenware in the Special Town Meeting Warrant.
Second: Ms. Cooley. Failed 2-3, with Ms. Dowd, Mr. Keane, and Ms. Frail against.

Motion by Mr. Levy to close the Warrant for the May 12, 2025 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.
Second: Ms. Frail. Unanimously approved 5-0.

- 2025 Annual Town Meeting Warrant Update

The Board reviewed updates to the 2025 Annual Town Meeting Warrant. Ms. Cooley stated that the Quiet Zone Committee will meet tomorrow, and it seems that the Quiet Zone item will cost more than what is currently within the budget. The Committee will discuss how to proceed. She suggested removing Article 35 on this topic at this time, with the intention to possibly bring it back in the fall.

Motion by Ms. Cooley to authorize the Town Manager to remove Article 35: Appropriate for Quiet Zone Construction from the 2025 Annual Town Meeting Warrant, if the Quiet Zone Committee so votes.
Second: Ms. Dowd. Unanimously approved 5-0.

Motion by Ms. Dowd to vote to approve the final 2025 Annual Town Meeting Warrant, subject to technical corrections to be made by the Town Manager, Town Counsel, and/or Bond Counsel.
Second: Ms. Frail. Unanimously approved 5-0.

6:37 p.m. Consent Agenda:

Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Dowd. Unanimously approved 5-0.

CONSENT AGENDA

1.	Approve Open Session Minutes of February 25, 2025, and Executive Session Minutes of March 11, 2025
2.	Approve the revised Contributory Insurance Rules & Regulations Policy (SB-PERS-003).
3.	Approve a request from Ryan Marshall, Pastor of Highrock Church, to hold the road event "The Jog for Joy 5K" in Needham. The event is scheduled for Saturday, May 10th, 2025, starting at 8:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
4.	Accept the following donation made to the Needham Free Public Library: • $200 from Robert J. Onofrey
5.	Sign the Warrant for the 2025 Annual Town Election to be held on Tuesday, April 8, 2025

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Evan Judd	30 Washburn Avenue	Washburn Ave between Great Plain Avenue and Nehoiden	5/10/2025	3pm-7pm	5/11/25
Jennifer Bannon	61 Jarvis Circle	Corner of Nardone & Jarvis Circle	9/6/2025	3pm-9pm	9/7/25

6:38 p.m. Town Manager Search Process Introduction:
Presenter: Bernie Lynch, Community Paradigm Associates

Bernie Lynch, Community Paradigm Associates, explained that the Screening Committee appointed by the Board reviewed each resume received and identified three finalists to bring before the Board.

6:42 p.m. Town Manager Interviews:
Presenter: Bernie Lynch, Community Paradigm Associates

The Board first interviewed candidate Benjamin Branyan. There was discussion regarding Mr. Branyan's leadership style. He stated that his style is servant and partnership leadership, in that his position is to serve the Town and staff. He stated that he would build relationships with those in Town through conversations. There was discussion regarding Needham being a smaller community with a smaller budget than Greenwich, where Mr. Branyan is coming from. Mr. Branyan stated that he will pivot accordingly, as he has worked in communities of a variety of sizes. Mr. Branyan reviewed his financial philosophy. He stated that he loves the financial aspect of this job. The budget needs to have an anchor point, and Needham's seems to be the Select Board's goals. Budgets start from the department level and he seeks to touch base with all decision makers involved. Regarding debt burden, Mr. Branyan stated that there is always flexibility in this, but it depends

upon how much of this the community wants to tolerate. There was discussion regarding affordable housing. Mr. Branyan stated that he believes Connecticut is a few years behind Massachusetts. Greenwich has tried to set up a trust fund for economic incentives for affordable housing. To motivate employees and encourage morale, Mr. Branyan stated that he sits and speaks directly with staff. He has been exposed to many different types of unions and has experience with collective bargaining. Greenwich uses a professional negotiator to work through the process, but he sits at the table for the contract process. In terms of staff conflicts, they should be handled accordingly, as they arise, and with a level of empathy. Regarding a relationship with the Select Board, Mr. Branyan stated that this involves constant communication. The Board sets the policy and direction, and it is then his job to implement it. If he was chosen for the position, Mr. Branyan stated that he would use the first few months as a listening tour and would continue to read up on the State's statutes. He is interested in community engagement and would work to talk with the various civic organizations.

Mr. Branyan asked how the Board measures success for the Town Manager position. Mr. Keane stated that success is when projects get done and initiatives move forward. Ms. Frail stated that there are a number of changes potentially coming forward, and she asked Mr. Branyan's philosophy for dealing with change. Mr. Branyan stated that his philosophy is to trust and work within the process. Change is a constant. Ms. Frail asked how the community can be reassured during the process of change. Mr. Branyan stated that the Town Manager's position can be as a therapist at times. He coaches people on how to weather the storm.

The Board next interviewed candidate Katie King. Regarding her leadership style, Ms. King stated that she is a team builder. She asks questions and for help from her team. She has high expectations for herself and others. She likes to set clear goals, let others determine how to get to them, and then hold them accountable. Regarding how she will maintain her existing professional relationships, Ms. King stated that she will reintroduce herself and interact with the community. She would treat this as a major change and act accordingly. She understands the systems in place for the State government and legislature. She would work on the associated relationships in that process. The priorities of the Town, set by the Select Board, need to be made clear and she will then move them forward. Regarding the budget process, Ms. King stated that she helped to create Needham's Townwide expense budget for FY2026. She has sat at the table during budget discussions and decisions for the Town over the last five years. Regarding capital project planning for the Town, Ms. King stated that she vets incoming submissions from departments. She has helped to create recommendations to the Select Board for this process. Ms. King stated that she likes to work to be a content expert when it comes to land use in the Town. She focuses on the process, in terms of who is in charge of making decisions, and the people through community engagement. There was discussion regarding affordable housing, with Ms. King stated that she has adjusted committee work to align with the Select Board's goals on this topic. In terms of collective bargaining, Ms. King stated that she believes in hiring talented, dedicated staff with strong skillsets. She

has been at the table for collective bargaining for all six groups in Needham. Staff attempts to manage the contract throughout the year, in order to build a foundation of respect for negotiations. She likes to determine what can be done creatively within the financial constraints of the Town. Regarding potential challenges of the position, Ms. King stated that Needham has only ever had one Town Manager, and the change may be difficult for whoever is chosen, including maintaining trust in government, knowing how best to disseminate information, and transparency.

Ms. King asked the Board's thoughts on the next Town Manager's biggest challenges. Mr. Keane stated that managing change in the position and community anxiety over changes at the federal level will be important.

The Board then interviewed the final candidate, Carys Lustig. Regarding her leadership style, Ms. Lustig stated that she believes in investing in those who work for you and working collaboratively with them. It is important to have difficult conversations on disagreements in the workplace and in the community head-on and as they arise. She listens in order to hear potential common ground. It will be important for her to establish relationships with key stakeholders in Town. One of her strengths is developing interpersonal relationships and she would work to develop communication strategies in this vein. Regarding her financial philosophy, Ms. Lustig stated that she believes Needham's philosophy tends to be a bit more constrained than what is available for resources. This can lead to a positive outcome, allowing Needham to be more secure than other surrounding towns. She stated that she would seek clear direction on the budget in order to communicate what financial changes would mean to the Town. She has previously worked in the role of Director of Finance Administration for the Needham DPW. Many of the formats seen in the Town's budget was developed by herself and the DPW. Creating a financially responsible and transparent budget is one of her highest skillsets. Providing strategy and guidance on how to navigate the budget process successfully through the departments is important. Regarding debt management, Ms. Lustig stated that the Town is governed by strong debt management practices and a strong Finance Department. The Town has dealt with some self-imposed rules regarding debt and this requires flexibility. The vast majority of the capital budget is something that she has either seen or worked with. The first priority should be safety for the Town, followed by infrastructure preservation. The speed at which projects are addressed seems to be a bit off kilter. Projects should begin within 12 months of funds being allocated. There could be value in discussing when to allocate capital with the Board. The Town needs to make sure it takes on the correct volume of projects and close out existing projects before beginning new ones. The sustainability of each project is important. The plan should be seen as a plan and not a promise. There was discussion regarding affordable housing. Ms. Lustig stated that she was previously a CPC liaison. She noted that she is aware that some of the DPW staff have had trouble finding affordable housing in Town. She is concerned regarding how the Town obtains and keeps its workforce due to the cost of living. Ms. Lustig stated that she has a succession planning program for the DPW which has successfully been implemented. She has been at the table for negotiations

with the unions. As Town Manager, she would execute the direction of the Select Board. The role would also be to make sure everyone is knowledgeable of regulatory and safety requirements.

Ms. Lustig asked each Board member what they would like to see from the next Town Manager. Mr. Keane stated that he would like to see someone who keeps organization and honesty between the departments and community. This process should be growth positive. Ms. Frail stated that she would like to see someone who fosters trust in municipal government. Ms. Dowd stated that she would like to see someone who continues to build the team internally. Ms. Cooley stated that she would like to see the employees celebrated.

The Board stated that they will vote on the candidates on April 1, 2025.

9:25p.m. Adjourn:

Motion by Ms. Frail to adjourn the meeting at 9:25 p.m.
Second: Ms. Dowd. 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 Special Select Board meeting is scheduled for Friday, March 28, 2025, at 1:30 p.m.

A video recording of the March 25, 2025 Select Board Special Meeting can be found at https://www.youtube.com/watch?v=Df1grtyU-KI&ab_channel=TownofNeedhamMA or at https://www.needhamchannel.org/2025/03/needham-select-board-3-25-25/.

Town of Needham
Select Board
Special Meeting
Minutes for Friday, March 28, 2025
Via Zoom
https://us02web.zoom.us/j/82601013229

1:30 p.m. Call to Order:
A Special Meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Cathy Dowd, and Joshua Levy. Myles Tucker, Support Services Manager; Katie King, Deputy Town Manager; and David Davison, Deputy Town Manager/Director of Finance, were also in attendance.

1:30 p.m. Charge and Composition of the Stephen Palmer Reuse Development Committee

Heidi Frail stated that she was interviewing volunteers for the Stephen Palmer Committee and there seemed to be an issue with conflict of interest, as volunteers cannot benefit financially in any way from their activities. The conflict seems to extend beyond the volunteers to the companies for which they work. It is unclear if the individuals can release the companies from the conflicts.

Katie King, Deputy Town Manager, explained that the interviews were paused as these questions arose. There are two sets of conflicts. First, per MGL Chapter 268A Section 19, any appointed Committee member cannot act in a matter in which they or their employer has a financial interest. If a Committee member is required from a particular industry, and the financial interest uniformly applies to the industry, there can be an exemption. Town Counsel has stated that this exemption would be unlikely to apply in this case, as the charge of the Committee is narrow within development of the site. The Board should assume this exemption would not apply, in order to consider the second ability to cure this item. Second, under Section 19, the Board can determine that the volunteer's financial interest is not so great as to be likely to affect the integrity of their service. This finding would be made of specific appointees.

Cathy Dowd asked what would happen if one of the volunteer's companies becomes interested in the project later on. Ms. King stated that the second conflict exists after the work of the Committee has concluded. In that scenario, the prohibition is under Section 18 of Chapter 268A and the volunteer, having worked on the matter, cannot ever financially benefit directly or indirectly from that work. Ultimately, it is the action of the employer that would put the person into a place of conflict. Ms. Dowd stated that this could also place mistrust in the Town's process.

Mr. Keane suggested that these members of the Committee could be non-voting. Mr. Davison noted that if there is a potential conflict with a Committee member, that person must not participate and vacate the room during the discussion on the topic. An appointed committee member, even if not voting, could still place this at jeopardy.

Mr. Levy suggested advertising for the positions while acknowledging the potential conflict of interest. Ms. Dowd suggested seeing if the expertise needed for the Committee can be obtained another way. Mr. Levy stated that this would change the composition of the Committee to be more general or ideational. He believed the Committee to be more technical than this. Ms. Frail stated that there will be a subject matter consultant on the Committee who should help to lead the charge.

Motion by Ms. Frail to change the two Committee seats to at-large seats.
Second: Ms. Dowd.

Discussion:
Ms. King noted that she spoke to Marianne Cooley who is willing to consider two at-large candidates and change the expertise from being 'required' to 'preferred.' The applicants can then determine for themselves if there is a conflict at hand.

AMENDED Motion by Ms. Frail to change the two Committee seats to at-large seats, and to change the expertise from being 'required' to 'preferred.'
Second: Mr. Levy. Unanimously approved by roll call: Levy – aye; Dowd – aye; Frail – aye; and Keane – aye; 4-0.

1:55 p.m. Adjourn:

Motion by Mr. Levy to adjourn the meeting at 1:55 p.m.
Second: Ms. Frail. Unanimously approved by roll call: Levy – aye; Dowd – aye; Frail – aye; and Keane – aye; 4-0.

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 Special Select Board meeting is scheduled for Tuesday, April 1, 2025, at 6:00 p.m.

A video recording of https://www.youtube.com/watch?v=0RFIUqwMIpI or at https://www.needhamchannel.org/2025/03/needham-select-board-3-28-25/.

Town of Needham
Select Board
Special Meeting
Minutes for Tuesday, April 1, 2025
Town Hall, Powers Hall and
Via Zoom
https://us02web.zoom.us/j/82601013229

6:00 p.m. Call to Order:
A Special Meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Marianne Cooley, Cathy Dowd, Joshua Levy. Katie King, Deputy Town Manager, and David Davison, Deputy Town Manager/Director of Finance, were also in attendance.

6:00 p.m. Town Manager Appointment

Mr. Keane stated that the Town was fortunate to have three highly qualified candidates for the Town Manager position, two of whom were internal. He thanked all who served on the Town Manager Screening Committee. It has been 20 years since the Town last chose a Town Manager and the process was thoughtful and thorough.

Each member then provided brief remarks on the candidates and provided their recommendation.

Mr. Levy made a prepared statement (attachment 1) and noted that he believes Benjamin Branyan would be the best choice to serve as Town Manager.

Ms. Frail stated that she believes Katie King embodies the entire package for a Town Manager.

Ms. Cooley stated that she believes Katie King will best serve the Town at this time.

Ms. Dowd stated that she believes Katie King rose to the top of the candidates.

Motion by Ms. Dowd that the Board vote to appoint Katie King as Town Manager effective July 5, 2025 subject to successful negotiation of an employment contract; and further to appoint the Chair and Vice Chair as a subcommittee to work with Town Counsel to conduct contract negotiations with Katie King. The final terms of employment shall be approved by the Board. Second: Ms. Cooley.

Discussion:
There was discussion regarding the timeline for negotiations and allowing the existing team to stay on through the negotiation period. It was agreed that the Chair and Vice Chair for the negotiations subcommittee would be Mr. Keane and Ms. Frail.

Approved 4-1 with Mr. Levy against.

6:16 p.m. Executive Session

- Exception 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Town Manager).

Motion by Mr. Levy to enter into Executive Session at 6:16 p.m. per Exception 2: To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Town Manager), and not to return to Open Session prior to adjournment.
Second: Ms. Frail. Unanimously approved by roll call Levy – aye; Frail – aye; Dowd – aye; Cooley – aye; and Keane – aye; 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 Regular Select Board meeting is scheduled for Tuesday, April 15, 2025, at 6:00 p.m.

A video recording of https://www.youtube.com/watch?v=sZsy6WrNU_M or at https://www.needhamchannel.org/2025/04/needham-select-board-4-1-25/.

Attachment 1 – Statement by Joshua Levy, 4/1/2025

Select Board Statement
by Joshua Levy
April 1, 2025

I'd like to thank all the applicants, and especially our finalists Ben Branyan, Katie King, and Carys Lustig. The screening committee presented three highly qualified candidates for our consideration, each of whom would bring different strengths to the role, and any of whom would more than capably fulfil the role. On January 21, we asked the screening committee to make our jobs difficult in selecting among the Town Manager finalists, and they have delivered upon that request in triplicate.

Needham is a great place to live, and with very few exceptions is a very well-run town. Kate, our Town Manager, ensures smooth operations on a day-to-day basis. Katie, our Deputy Town Manager, is diligent in her detailed process implementation and research. Carys, our Director of DPW, has mastery of her department's capabilities, and delivers on them to their fullest.

The area where I think our Town can most improve is in how we make unprecedented decisions – not the typical day-to-day decisions, but one-off decisions that can have a lasting impact. These decisions must balance both residents' needs and operational considerations for the Town as a whole. In the

year that I have been on the Select Board, I have sometimes seen that there is an imbalance between these considerations, with the needs of residents too often taking a back-seat.

A new Town Manager is a crucial component in bringing balance to how such unprecedented decisions are made. Among our three excellent candidates, I feel that Ben Branyan stands out and best fits the needs of Needham at the current moment. I really appreciated Ben's answers to the questions last week regarding how he would work with the Select Board. I feel that his emphasis on teamwork and collaboration is needed right now in Town. He also has impressive experience in analogous roles, having served nine years as Town Administrator in Greenwich, CT and a previous two years as Town Manager in Stratford, CT. I also think that Needham can benefit from his learnings focused on process management and service value.

Change is hard, and moving on from our first and only Town Manager will be particularly hard – whoever fills the role. I understand the appeal of choosing a familiar face in the midst of change, but I think Mr. Branyan's experience in similar roles and his ability to bring best practices from other communities are what Needham needs in the current moment.

Town of Needham
Select Board
Subcommittee for Town Manager Negotiations
Meeting
Minutes for Wednesday, April 9, 2025
Via Zoom
https://us02web.zoom.us/j/82601013229

4:02 p.m. Call to Order:
A Meeting of the Select Board Subcommittee for Town Manager Negotiations was convened by Chair Kevin Keane. Also present was Vice Chair Heidi Frail. Deputy Town Manager Katie King, Town Counsel Chris Heep, Support Services Manager Myles Tucker, and Harrington Heep LLP Partner Donna Brewer were also in attendance.

4:03 p.m. Organization:
Mr. Keane was recommended as Chair and Ms. Frail as Vice Chair of the subcommittee. Ms. Frail made a motion to appoint Mr. Keane as subcommittee chair and herself as Vice Chair. Mr. Keane seconded the motion which was passed by a unanimous roll call vote.

4:04 p.m. Executive Session:
Mr. Keane made a motion to move to executive session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Town Manager) and not to return to open session following the conclusion of the executive session. Ms. Frail seconded the motion which was passed by a unanimous roll call vote.

A list of all documents used at this Select Board meeting is available at:
http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID

A video recording of the meeting can be found here:
https://www.youtube.com/watch?v=EJDxWk92ryA