SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. May 13, 2025

Town Hall
Powers Hall
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Second Revised
Original Posted May 9, 2025 at 11:33 a.m.
Revised Posted May 12, 2025 at 5:00 p.m.
Second Revised Posted May 13, 2025 at 11:20 a.m.

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.	**6:00**	Public Works Week Proclamation • Carys Lustig, Director of Public Works • Shane Mark, Assistant Director of Public Works
2.	**6:05**	Public Hearing: Eversource Grant of Location – 50 Brook Road • Joanne Callender, Eversource Energy
3.	**6:05**	Public Hearing: Eversource Grant of Location – 99 Whitman Road • Joanne Callender, Eversource Energy
4.	**6:10**	Public Hearing: Eversource Grant of Location – 60 Locust Lane • Joanne Callender, Eversource Energy • Alex Kuzakovsky, Luna Luxury Development, Inc.
5.	**6:20**	Public Hearing: Application for Multiple Amendments to an All-Alcohol License – Needham Wine & Spirits LLC dba Needham Wine & Spirits • Michael F. O'Connell, LLC Manager – Needham Wine & Spirits LLC, dba Needham Wine & Spirits • Thomas P. Miller – Applicant Counsel
6.	**6:30**	Public Hearing: Envision Needham Center (updated attachment) • Carys Lustig, Director of Public Works • Margot Spiller, PE, AICP, Principal, Apex Companies LLC • Cassandra A. Thompson, Brand Manager, Apex Companies LLC • Karen Fitzgerald, PLA, Landscape Architecture Practice Lead, Toole Design
7.	**7:15**	Human Rights Committee Statement • Keith LaFace, Co-Chair, Needham Human Rights Committee
8.	**7:30**	Transfer Equipment to Norfolk County • Katie King, Deputy Town Manager • David Davison, Deputy Town Manager/Director of Finance
9.	**7:40**	Town Manager • Town Manager Report
10.	**7:45**	Board Discussion • Town Manager Appointment • Committee Reports
11.	**8:00**	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).

APPOINTMENT CALENDAR

1.	Liz Hay	Envision Needham Center Working Group Term Exp: June 30, 2027

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Amend Open Session Minutes of April 15, 2025, Approve Open Session Minutes of April 22, 2025, Approve Executive Session Minutes of April 22, 2025, Approve Subcommittee for Town Manager Negotiations Minutes of May 5, 2025.
2.	Accept the following donation made to the Needham Free Public Library: • $15,750 from the Friends of Needham Free Public Library
3.	Accept the following donations made to Needham's Aging Services Division: • $20 from Debra Budd • $20 from Malka Young
4.	Accept the following donation made to Needham Youth & Family Services: • $750 from Needham Resiliency Network
5.	Accept the following donations made to the Needham Community Revitalization Trust Fund: • $1500 from The Exchange Club of Needham • $200 from the Charles River Center
6.	Approve a request from Sam Snekvik, Executive Operations Coordinator of Bikes Not Bombs, to hold the road event "2025 Bike-A-Thon" in Needham. The event is scheduled for Sunday, June 8th, 2025, starting at 10:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
7.	~~Approve Personnel Administration Policy #432: Anti-Nepotism Policy~~ (item removed)
8.*	Approve and Sign Water Sewer Abatement 1340

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Katherine Calzada	9 Morton Street	Morton St. from Webster to Village Club Entrance	9/6/25	11am-3pm	9/7/25

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Knights of Columbus	Ryan E. Sullivan Memorial Scholarship Event	1211 Highland Avenue	5/02/2025
League of Women Voters	LWV Needham Annual Meeting	300 Hillside Avenue	5/22/2025

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Public Works Week Proclamation
Presenter(s)	Carys Lustig, Director of Public Works Shane Mark, Assistant Director of Public Works

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

Director of Public Works Carys Lustig and Assistant Director of Public Works Shane Mark will discuss Public Works Week activities along with the benefits and services residents see from the work DPW performs.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to approve and sign the 2025 Public Works Week Proclamation.

3.	**BACK UP INFORMATION ATTACHED**

a. Public Works Week Proclamation

TOWN OF NEEDHAM
2025 PUBLIC WORKS WEEK PROCLAMATION

WHEREAS, Public Works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Needham; and

WHEREAS, The quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skills of public works officials; and these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals; and

WHEREAS, It is in the public interest for the citizens, civic leaders, and children in Needham to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and an informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, drains, streets and highways, traffic control, public buildings, solid waste disposal, recycling, parks and forestry, and snow removal; and

WHEREAS, The year 2025 marks the 65th annual National Public Works week sponsored by the American Public Works Association and Public Works employees are recognized as first responders who contribute to the health, safety, and comfort of this community, which greatly depends on these facilities and services;

WHEREAS, The efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the public's attitude towards and understanding of the importance of the work they perform.

NOW, THEREFORE, be it resolved that the Select Board does hereby proclaim the week of May 18th through May 24th as Public Works Week in the Town of Needham and calls upon all citizens and civic organizations to acquaint themselves with the challenges involved in providing public works services and to recognize Public Works employees and the everyday contributions they make as first responders towards our health, safety, comfort, and quality of life.

Dated this thirteenth day of May, 2025

_____

_____

_____

_____

_____

SELECT BOARD

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 50 Brook Road
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately eighty-five feet of conduit in Brook Road. The reason for this work is to provide service to 50 Brook Road.

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 eighty-five feet of conduit in Brook Road.

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: 4-22-25 REVIEWER: R.W.W.

SITE LOCATION: # 36-#56 BROOK RD. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

B Work Within Paved Road Perpendicular Crossing Peer Review _____

© Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review _____ Div. Head Review tar

D Other Peer Review _____ Div. Head Review _____

- ☑ Petition Plan Consistent with Field Review
- ☑ Diameter of Conduit 4"
- ☑ Depth of Conduit
- ☑ Utility Conflicts
- ☑ Crossing Perpendicular to Road PARALLEL
- ☑ 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 OK., NO RISER ON POLE, NO O.H. CONNECTION AS OF YET.

The application is complete pending a public hearing. tar 4/29/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

April 16, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Brook Road
Needham, MA
W.O.# 20029419

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 85 feet of conduit in Brook Road.

The reason for this work is to provide service to #50 Brook Road.

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:

Brook Road - **Southerly from pole 297/4, approximately 220 feet south of Wexford Street, install approximately 85 feet of conduit.**

W.O.# 20029419

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 April 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 April 7, 2025,** and filed herewith, under the following public way or ways of said Town:

Brook Road - **Southerly from pole 297/4, approximately 220 feet south of Wexford Street, install approximately 85 feet of conduit.**

W.O.# 20029419

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

Dated this 16th day of April 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

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

NAD 1983

#19
BROOK RD.

APPROX ROW

TOWN OF
NEEDHAM

APPROX ROW

EOP

CUSTOMER TO INSTALL 2 - 4" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 1

85'±

BROOK RD

297/4
JO-VZ

EOP

297/3

EOP

APPROX ROW

APPROX 220'
TO WEXFORD ST.

APPROX. PT.
OF PICKUP

#36-56
BROOK RD.

DIMENSIONS						
	4" Ducts		5" Ducts		6" Ducts	
FIG	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16½"	10½"	18½"	11½"	21"	12½"
2	22"	10½"	25"	11½"	29"	12½"
3	28½"	10½"	32½"	11½"	37"	12½"
4	16½"	16½"	18½"	18½"	21"	21"
5	22"	16½"	25½"	18½"	29"	21"
6	16½"	22"	18½"	25½"	21"	29"
7	16½"	28½"	18½"	32½"	21"	37"
8	28½"	16"	32"	18½"	37"	21"
9	22½"	22½"	25½"	25½"	29"	29"
10	34½"	16½"	39½"	18½"	45"	21"
11	16½"	34½"	18½"	39½"	21"	45"
12	22½"	26½"	25½"	32"	29"	37"
13	28½"	22½"	32½"	25½"	37"	29"
14	40½"	16½"	46½"	18½"	53½"	21"
15	16½"	40½"	18½"	46½"	21"	53½"
16	16½"	46½"	18½"	53½"	21"	61"

SECTION - 2
STREET SURFACE

3'-0" MIN.

FIG. 1 2-DUCTS

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#	
Ward #	
Work Order # 20029419	
Surveyed by: N/A	
Research by: GR	
Plotted by: VT	
Proposed Structures: GR	
Approved: K RICE	
P#	

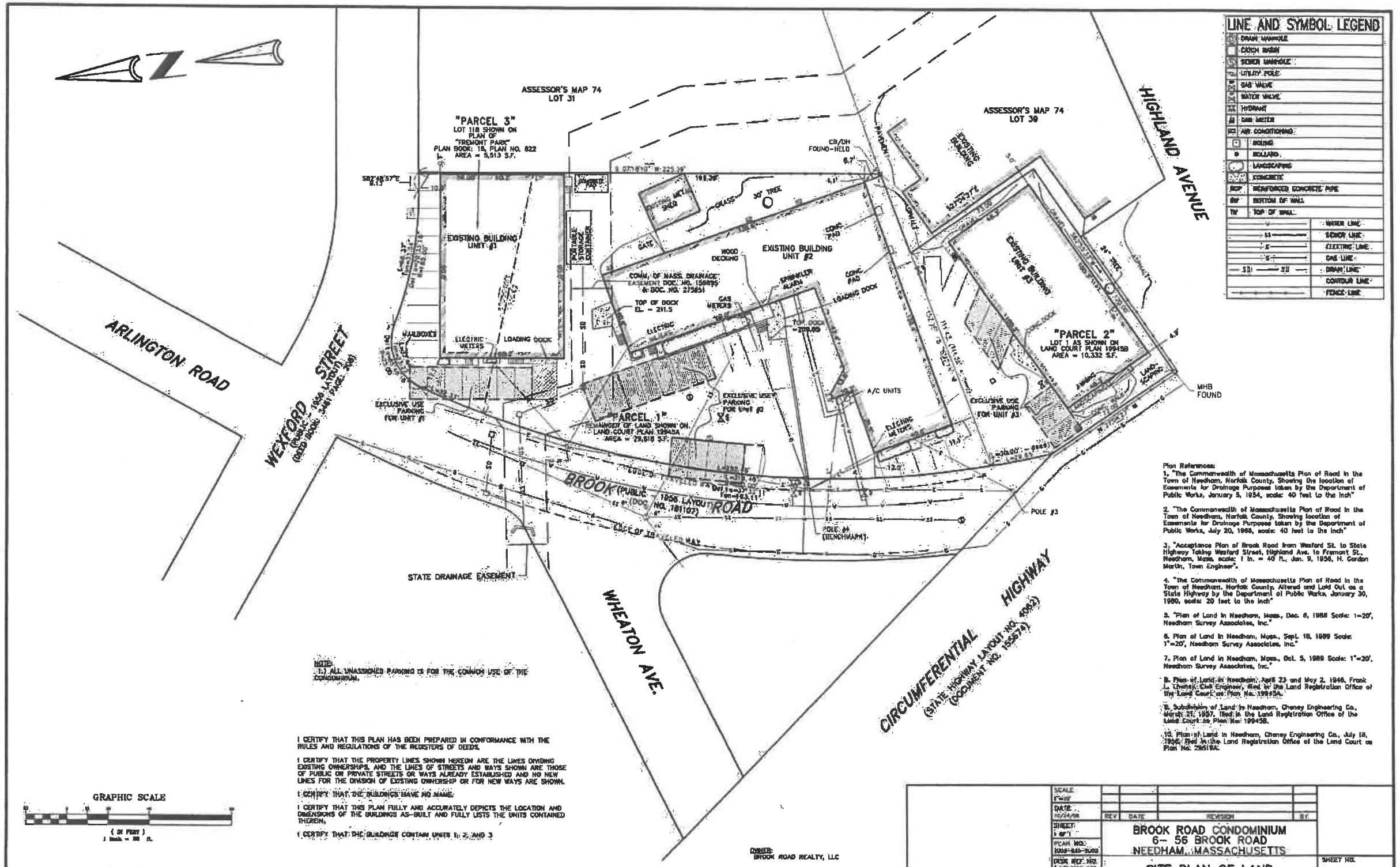
NSTAR ELECTRIC d/b/a EVERSOURCE
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of BROOK ROAD
NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

Scale 1"=20' Date APRIL 7, 2025

SHEET 1 of 1



NOTE:
1.) ALL UNASSIGNED PARKING IS FOR THE COMMON USE OF THE CONDOMINIUM.

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

I CERTIFY THAT THE PROPERTY LINES SHOWN HEREON ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND NO NEW LINES FOR THE DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT THE BUILDINGS HAVE NO NAME.

I CERTIFY THAT THIS PLAN FULLY AND ACCURATELY DEPICTS THE LOCATION AND DIMENSIONS OF THE BUILDINGS AS-BUILT AND FULLY LISTS THE UNITS CONTAINED THEREIN.

I CERTIFY THAT THE BUILDINGS CONTAIN UNITS 1, 2, AND 3

STEVEN M. HORSFALL, P.L.S. DATE

OWNER:
BROOK ROAD REALTY, LLC

GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.

Plan References:
1. "The Commonwealth of Massachusetts Plan of Road in the Town of Needham, Norfolk County, Showing location of Easements for Drainage Purposes taken by the Department of Public Works, January 5, 1954, scale: 40 feet to the inch"

2. "The Commonwealth of Massachusetts Plan of Road in the Town of Needham, Norfolk County, Showing location of Easements for Drainage Purposes taken by the Department of Public Works, July 20, 1956, scale: 40 feet to the inch"

3. "Acceptance Plan of Brook Road from Wexford St. to State Highway Taking Wexford Street, Highland Ave. to Fremont St., Needham, Mass. scale: 1 in. = 40 ft., Jan. 9, 1956, H. Gordon Martin, Town Engineer".

4. "The Commonwealth of Massachusetts Plan of Road in the Town of Needham, Norfolk County, Altered and Laid Out as a State Highway by the Department of Public Works, January 30, 1930, scale: 20 feet to the inch"

5. "Plan of Land in Needham, Mass., Dec. 6, 1988 Scale: 1=20', Needham Survey Associates, Inc."

6. Plan of Land in Needham, Mass., Sept. 18, 1989 Scale: 1"=20', Needham Survey Associates, Inc."

7. Plan of Land in Needham, Mass., Oct. 5, 1989 Scale: 1"=20', Needham Survey Associates, Inc."

8. Plan of Land in Needham, April 23 and May 2, 1946, Frank L. Cheney, Civil Engineer, filed in the Land Registration Office of the Land Court as Plan No. 19945A.

9. Subdivision of Land in Needham, Cheney Engineering Co., March 21, 1957, filed in the Land Registration Office of the Land Court as Plan No. 19945B.

10. Plan of Land in Needham, Cheney Engineering Co., July 18, 1956, filed in the Land Registration Office of the Land Court as Plan No. 23619A.

COPYRIGHT (C) by KELLY ENGINEERING GROUP, INC.
All Rights Reserved

SCALE: 1"=20'			
DATE: 10/24/08	REV.	DATE	REVISION BY
SHEET: 1 OF 1			
PLAN NO: 8008-SUB-PLAN			
DESK REC. NO. A:\PLANS\8008-SUB			
DRAWN BY: MMH			
CHKD BY: SMH			
APPD BY: MMH			

BROOK ROAD CONDOMINIUM
6- 56 BROOK ROAD
NEEDHAM, MASSACHUSETTS

SITE PLAN OF LAND

SHEET NO. 1

KELLY ENGINEERING GROUP, INC.
CIVIL ENGINEERING CONSULTANTS
PHONE: 781 443 4336 FAX: 781 443 0028

BROOKFIELD RD.

WHEATON AVE.

BROOK RD.

WHEATON AVE.

WEXFORD ST.

PROP. 2-4" CONDUITS LOCATION

POLE #2971/4

1"=40'

N

RESTRICTED
PARKING
UNAUTHORIZED VEHICLES WILL BE
TOWED AT VEHICLE OWNER'S EXPENSE
5
ROYAL
Porta Johns
774-444-2014
KRIS
HVAC &
SERVICE

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:05 p.m. on Tuesday, May 13, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated April 7, 2025, to install approximately eighty-five feet of conduit in Brook Road. The reason for this work is to provide service to 50 Brook Road.

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 28, 2025

50 BROOK ROAD

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/074.0-0031-0000.0	NANNINI, GAIL M & ANTHONY M	CHIAPPISI 1999 REALTY TRUST	PO BOX 133	NEEDHAM	MA	02494-
199/075.0-0002-0000.0	CONNAUGHTON, WILLIAM C, TR	NEEDHAM AT 128 R & D TRUST	19 BROOK RD #205	NEEDHAM HTS	MA	02494-
199/074.0-0030-0000.0	BROOK ROAD REALTY, LLC		52 BROOK RD	NEEDHAM	MA	02494-
199/075.0-0001-0000.0	CONNAUGHTON, WILLIAM, TRUSTEE	NINETEEN BROOK TRUST	19 BROOK RD	NEEDHAM	MA	02494-
199/074.0-0030-0002.0	CMH REALTY, LLC		50 BROOK RD	NEEDHAM	MA	02494-
199/074.0-0030-0003.0	BOYAJIAN BROTHERS REALTY LLC		9 BEDFORD ST	BURLINGTON	MA	01803-
199/074.0-0029-0000.0	43 WEXFORD STREET LLC		180 COUNTRY WAY	NEEDHAM	MA	02492-
199/074.0-0030-0001.0	L & T LLC		6 BROOK RD	NEEDHAM	MA	02494-
199/074.0-0039-0000.0	RIVERSIDE COMMUNITY MENTAL HEALTH &	RETARDATION CENTER, INC	270 BRIDGE ST SUITE 301	DEDHAM	MA	02026-
199/075.0-0037-0000.0	NEGOSHIAN, JOHN, TRUSTEE	JMN REALTY TRUST	1101 SOUTH ST	NEEDHAM	MA	02492-

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 99 Whitman Road
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately eight feet of conduit in Whitman Road. The reason for this work is to provide service to 99 Whitman Road.

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 eight feet of conduit in Whitman Road.

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: 4-23-25 REVIEWER: R.W.W.

SITE LOCATION: #99 WHITMAN RD. 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 N/A
- ☑ Old Pole Removed N/A
- ☐ Cables Transferred to New Pole
- ☑ New Riser on Pole
- ☑ Visible Trench Patch across Road/Sidewalk
- ☑ Abutters List Complete
- ☑ Photos Included

Department Head _____

COMMENTS:

THIS ONE LOOKS GOOD, No TRENCH VISIBLE FROM HANDHOLE TO POLE, NO NEW RISER ON POLE AND O.H. CONNECTION AS OF YET.

The application is complete pending a public hearing. tar 4/29/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

April 22, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Whitman Road
Needham, MA
W.O.# 20403232

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 8 feet of conduit in Whitman Road.

The reason for this work is to provide service to a pool house at #99 Whitman Road.

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:

Whitman Road - **Westerly from pole 416/9, approximately 1103 feet south of Charles River Street, install approximately 8 feet of conduit.**

W.O.# 20403232

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 31, 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 31, 2025,** and filed herewith, under the following public way or ways of said Town:

Whitman Road - **Westerly from pole 416/9, approximately 1103 feet south of Charles River Street, install approximately 8 feet of conduit.**

W.O.# 20403232

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

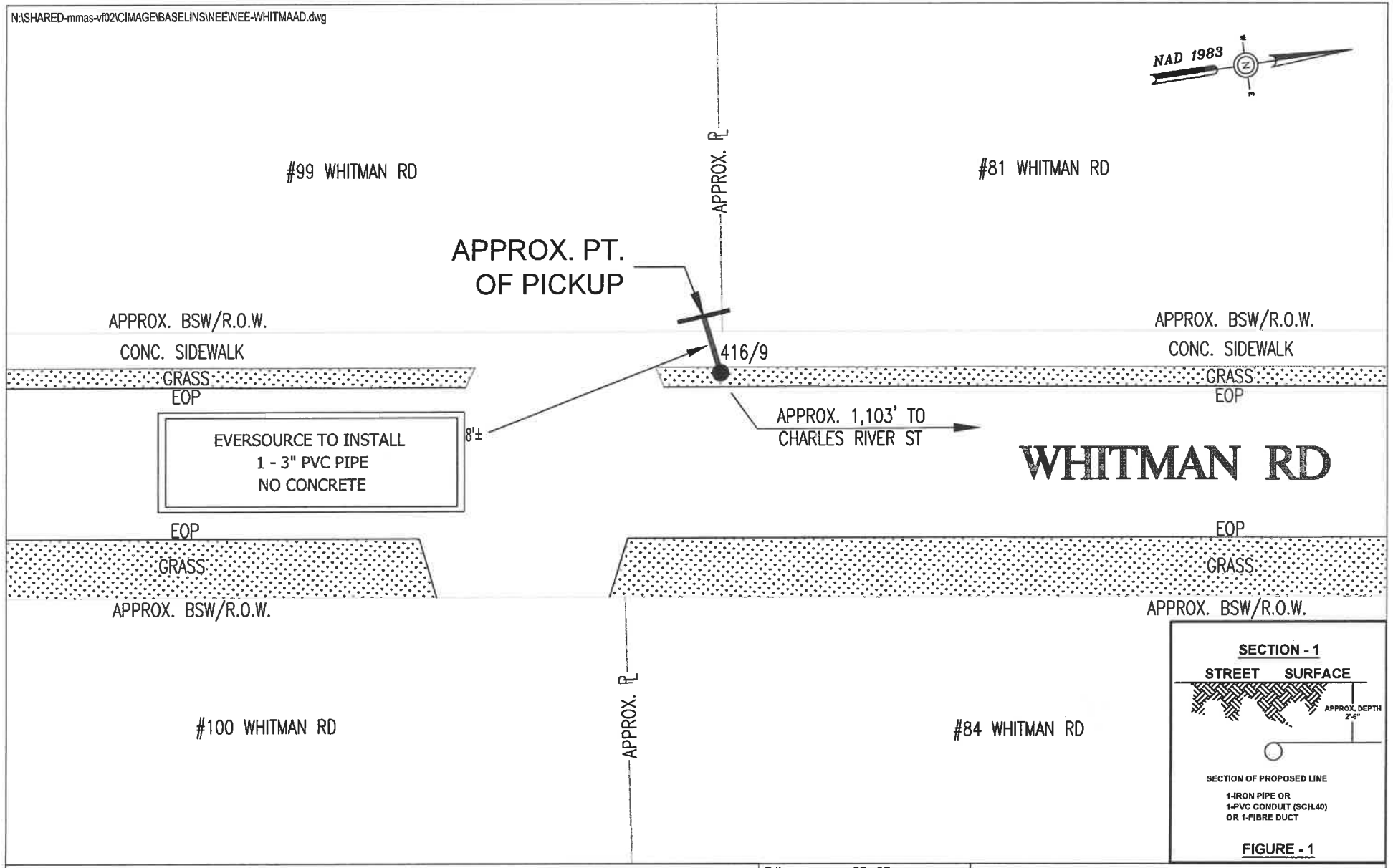
Dated this 22nd day of April 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

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



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.

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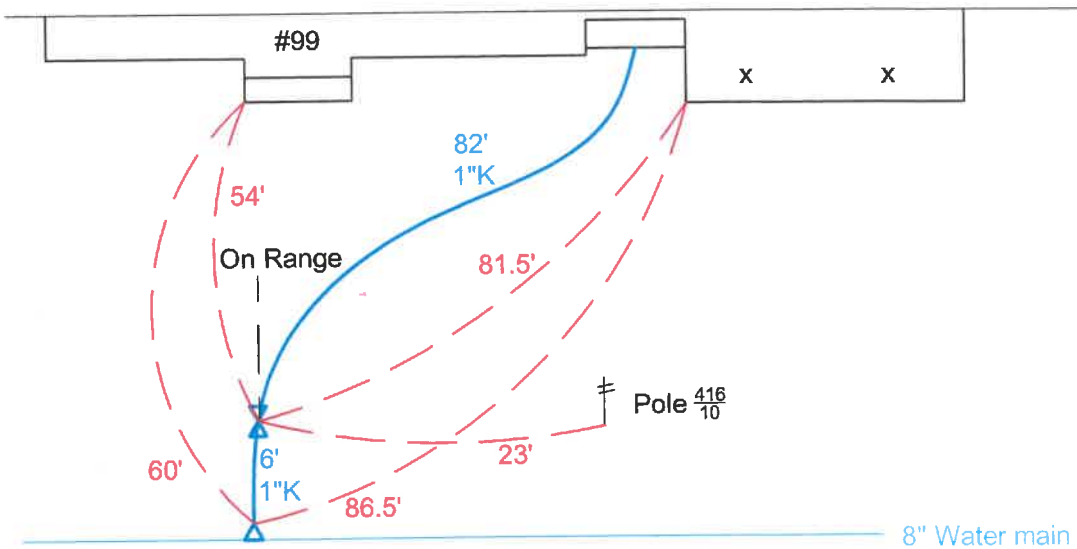
MASS. LAW

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

C# 65-25	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 20403232	*Plan of* #99 WHITMAN RD
Surveyed by: N/A	NEEDHAM
Research by: GR	Showing PROPOSED CONDUIT LOCATION
Plotted by: GR	
Proposed Structures:	
Approved: K. RICE	Scale 1"=20' Date MARCH 31, 2025
P#	SHEET 1 of 1

Service No: 8051 Location: 99 Whitman Road
Date: 1/22/2024 Contractor: Shea
Service: 1" Copper Size of Main: 8"
Remarks: New 1"K service from main to house

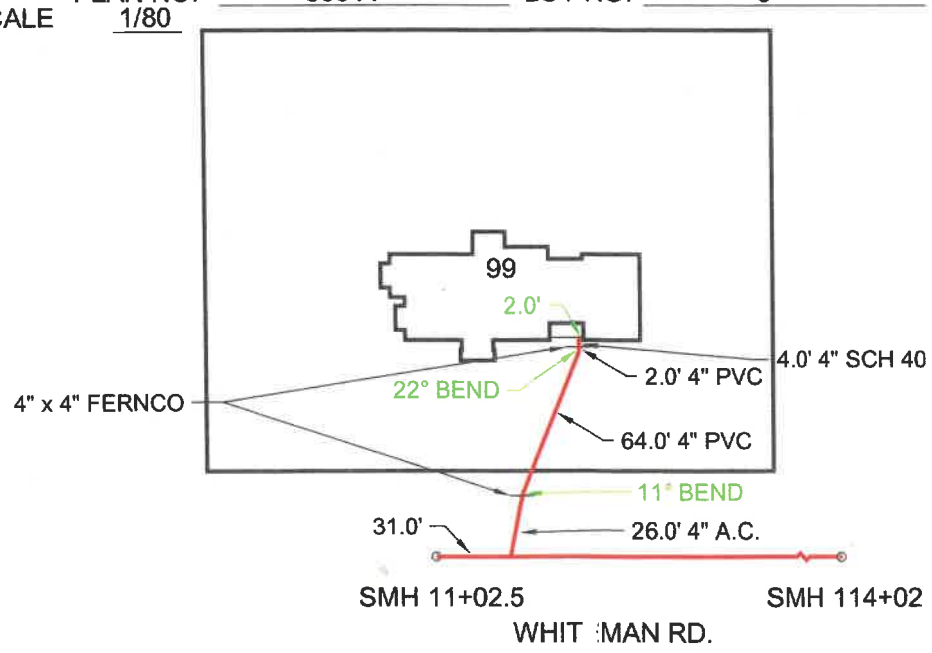


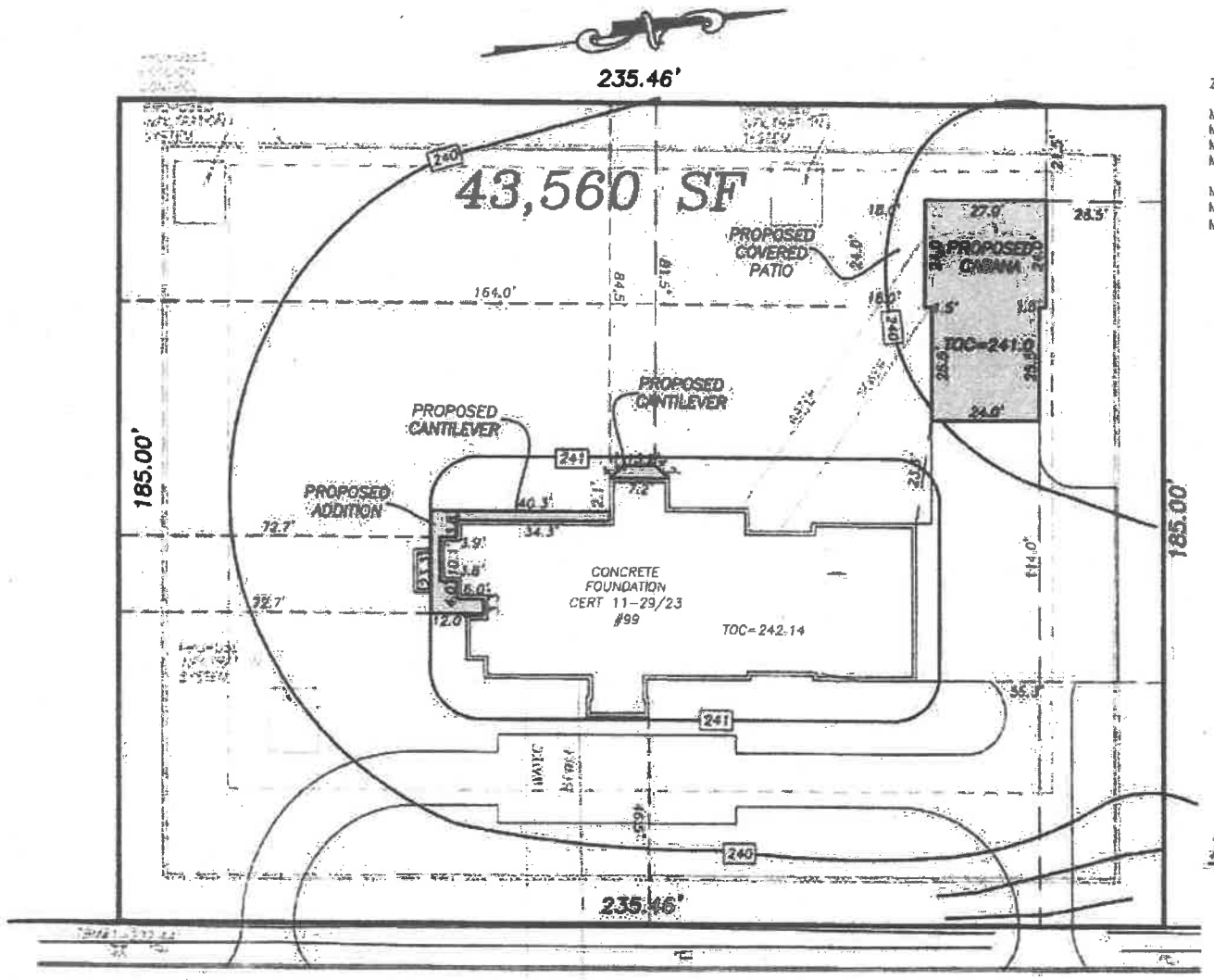
TOWN OF NEEDHAM PUBLIC WORK DEPARTMENT
HOUSE CONNECTION

APP. 24-10341 NO. 99 WHIT MAN RD. DATE 01-22-2024

LENGTH TO ST LINE	20.0'
ST LINE TO BLDG.	76.0'
TOTAL LENGTH	96.0'
DEPTH AT MAIN	7.0'
DEPTH AT ST LINE	4.5'
DEPTH AT BLDG	6.5'
KIND OF SOIL	GRAVEL
MATERIALS	
4.0' 4" SCH 40	
66.0' 4" PVC	
26.0' 4" A.C. EXISTING	
2- 4" X 4" FERNCO	
1- 11° BEND	
1- 22° BEND	

SCALE 1/80 PLAN NO. 369 A LOT NO. 6





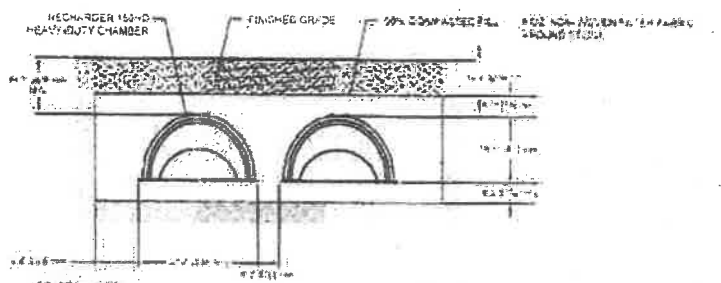
ZONING INFORMATION: SINGLE RESIDENCE A (SRA)

	REQUIRED	PROPOSED	CABANA
MINIMUM LOT AREA	43,560 SF.	43,560 SF.	
MINIMUM LOT FRONTAGE	150 FEET.	235.46 FEET	
MINIMUM FRONT SETBACK	30 FEET.	46.5 FEET.	114.0 FEET
MINIMUM SIDE YARD	25 FEET.	55.2 FEET.	26.5 FEET
		72.7 FEET.	164.0 FEET
MINIMUM REAR YARD	15 FEET.	81.5 FEET.	21.5 FEET
MAXIMUM BUILDING HEIGHT	35 FEET	30.25 FEET	25.25 FEET
MAXIMUM BUILDING HEIGHT	2 1/2 STORIES	2 1/2 STORIES	2 STORIES

PROPOSED ADDITIONAL BUILDING FOOTPRINT =1916 SF

(1916 S.F. X 1") / 12 =159.7 Cu. Ft.

MITIGATED WITH 3 ADDITIONAL CULTEC CONTRACTOR 150 HDXL RECHARGER DRYWELL CHAMBERS (OR SUITABLE REPLACEMENT) CAPACITY OF 53.78 CU FT EACH.(11 x 4.89 CU FT) RECHARGE WILL MITIGATE COMPLETELY FOR A 1" STORM FOR THE PROPOSED FOOTPRINT
SEE DRYWELL DETAIL FOR SPECIFICATIONS AND PLAN FOR LOCATIONS, LOCATIONS AS SHOWN.



GENERAL NOTES
RECHARGER 150HD HEAVY-DUTY UNITS ARE MARKED WITH A COLOR BAND FORMED INTO THE PART ALONG THE LENGTH OF THE CHAMBER.
ALL RECHARGER 150 XL CHAMBERS MUST BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS

INFILTRATION SYSTEM DETAILS
NOT TO SCALE

CERTIFIED PLOT PLAN
SHOWING PROPOSED ADDITION
AND CABANA
99 WHITMAN ROAD
NEEDHAM, MASS.

COMMONWEALTH OF MASSACHUSETTS
BRADLEY SCHNEIDER
47755
PROFESSIONAL LAND SURVEYOR

GRAPHIC SCALE
30 0 15 30 60

Field Resources, Inc.
LAND SURVEYORS

JUNE 12, 2024
SCALE 1"=30'

P.O. BOX 324
AUBURN, MA

281 CHESTNUT ST.
NEEDHAM, MA
781 444 5936

office@fieldresources.net

027-23

Copyright © by Field Resources, Inc. All rights reserved

WHITMAN RD.

PROPOSED 3" CONDUIT LOCATION

POLE #1169

PROP. DRIVE

PROP #99

PROP #100

#130

N

1" = 40'

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:05 p.m. on Tuesday, May 13, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated March 31, 2025, to install approximately eight feet of conduit in Whitman Road. The reason for this work is to provide service to 99 Whitman Road.

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 28, 2025

99 WHITMAN RD

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/305.0-0007-0000.0	MCGAUGH, KATHERINE M &	MCGAUGH, JAMES E	120 WHITMAN RD	NEEDHAM	MA	02492-
199/305.0-0014-0000.0	CHAN, KEVIN & KRISTINE T. & EARLE , JOHN M. &	FREKETIC, KATHERINE G. & PALERMO, MAR	119 WHITMAN RD	NEEDHAM	MA	02492-
199/305.0-0034-0000.0	BASS, MICHAEL A. TR.	119 BELLE LANE REALTY TRUST	119 BELLE LN	NEEDHAM	MA	02492-
199/305.0-0005-0000.0	LAVINE, BENNETT A. &	LAVINE, CLAIRE L	287 GREENDALE AVE	NEEDHAM	MA	02494-
199/305.0-0035-0000.0	FANG, YUAN &	CAI, XIAOHUA	131 BELLE LN	NEEDHAM	MA	02492-
199/305.0-0015-0000.0	GAYMAN, JEFFREY, TR	JEFFREY GAYMAN REVOCABLE TRUST	6 LITTLE HOLLOW LN	GROTON	MA	01450-
199/305.0-0006-0000.0	EISENBERG, DAVID L. +	CAPLAN, FRANCES A	100 WHITMAN RD	NEEDHAM	MA	02492-
199/305.0-0016-0000.0	STRAPP, HENRY F. TR.	81 WHITMAN ROAD REALTY TRUST	81 WHITMAN 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: 5/13/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 60 Locust Lane
Presenter(s)	Joanne Callender, Eversource Representative Alex Kuzakovsky, Luna Luxury Development, Inc.

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

Eversource Energy requests permission to install approximately eight feet of conduit in Locust Lane. The reason for this work is to provide service to 60 Locust Lane.

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.

Work has already been completed in the right of way.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately eight feet of conduit in Locust Lane.

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: 4-15-25 REVIEWER: R.W.W.

SITE LOCATION: #60 LOCUST LN. 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 N/A
- ☑ Old Pole Removed N/A
- ☑ Cables Transferred to New Pole Y
- ☑ New Riser on Pole Y
- ☑ Visible Trench Patch across Road/Sidewalk NO SIDEWALK
- ☐ Abutters List Complete
- ☑ Photos Included

Department Head

COMMENTS:

TRENCHING VISIBLE (NO SIDEWALK), RISER ON POLE, NO O.H. CONNECTION AS OF YET.

The applicant has been contacted by the Select Board office for work already completed in the ROW
Otherwise the application is complete pending a public hearing. tar 4/25/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

April 14, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Locust Lane
Needham, MA
W.O.# 20281757

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 8 feet of conduit in Locust Lane.

The reason for this work is to provide service to #60 Locust Lane.

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:

Locust Lane - **Westerly from pole 423/6, approximately 728 feet north of Charles River Street, install approximately 8 feet of conduit.**

W.O.# 20281757

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 27, 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 March 27, 2025,** and filed herewith, under the following public way or ways of said Town:

Locust Lane - **Westerly from pole 423/6, approximately 728 feet north of Charles River Street, install approximately 8 feet of conduit.**

W.O.# 20281757

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

Dated this 14th day of April 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____

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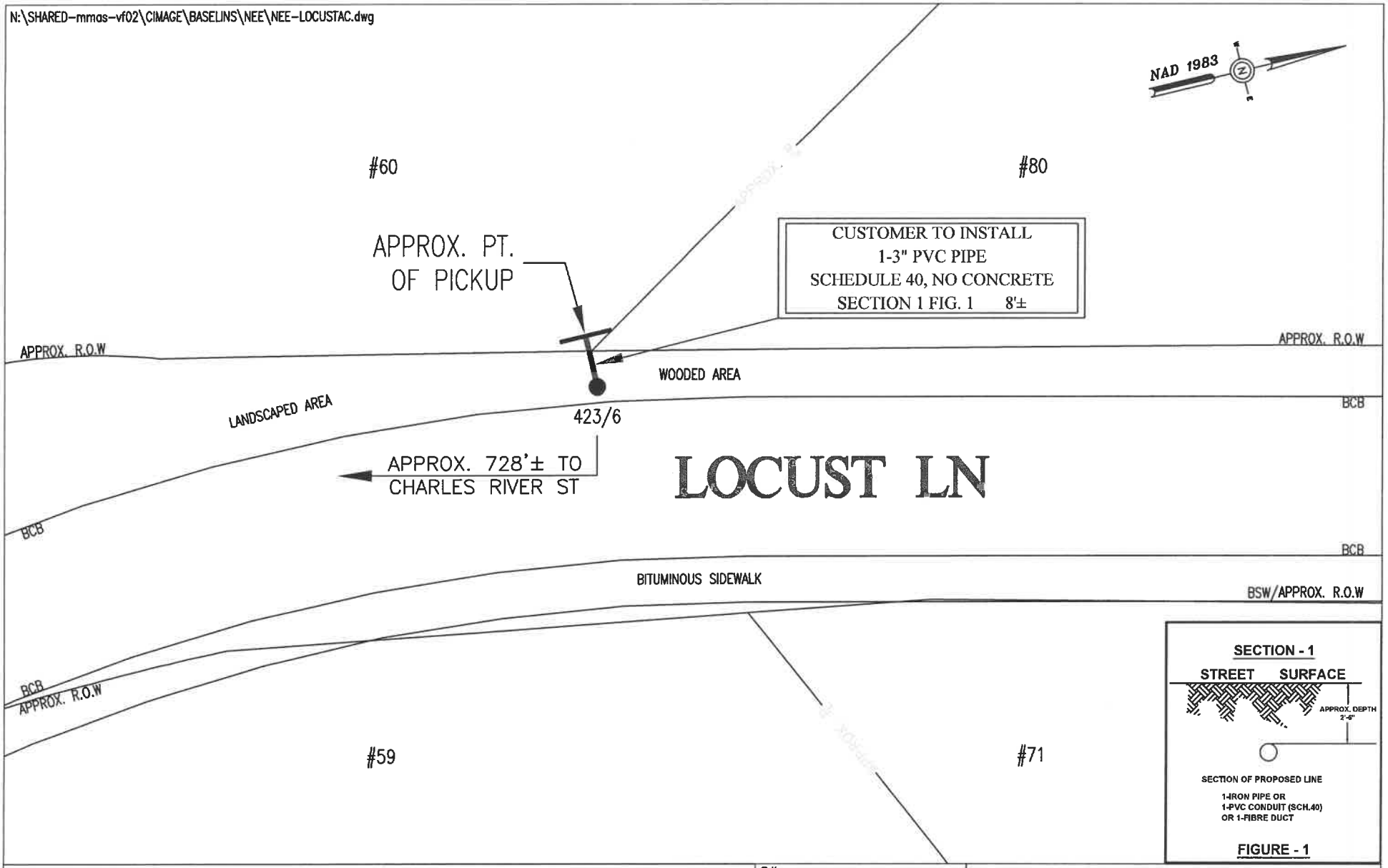

0 20 40

SCALE IN FEET

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MASS. LAW

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

C#	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 20281757	*Plan of* LOCUST LN
Surveyed by: N/A	NEEDHAM
Research by: GR	Showing PROPOSED CUSTOMER CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date MARCH 27, 2025
P#	SHEET 1 of 1

224114 - Sht1.dwg

LEGEND

EXISTING BUILDING
PROPERTY LINE — N90°00'00"E 50.00'
CONTOUR
STOCKADE FENCE
CHAINLINK FENCE
PICKET FENCE
SEWER LINE — S
DRAIN LINE — D
WATER LINE — W
WATER/GAS VALVE
DRAIN/SEWER MANHOLE
CATCH BASIN
UTILITY/LIGHT POLE
DECIDIOUS TREE — DEC 22"
CONIFEROUS TREE — CON 12"
FIRE HYDRANT
WETLAND FLAG

NORFOLK COUNTY REGISTRY OF DEEDS

DEED REFERENCE
BOOK 2241 PAGE 297

PLAN REFERENCE
BOOK 2441 PAGE 210

OWNER OF RECORD
60 LOCUST LANE LLC

VIP

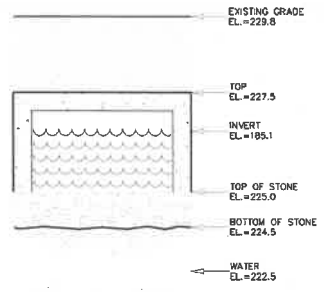
TESTPIT LOG

TEST PIT 1 (EL.=226.0)
0-12" TOPSOIL
12-36" SUBSOIL
36-84" COARSE SAND

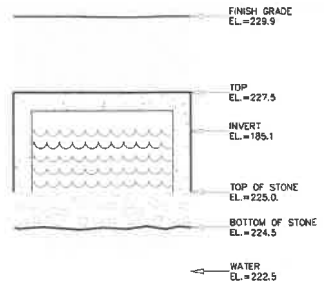
MOTTLING @ 42" (EL.=222.5)
WAATER @ 48" (EL.=222.0)
NO REFUSAL

TEST PIT 2 (EL.=225.7)
0-12" TOPSOIL
12-36" SUBSOIL
36-60" COARSE SAND

MOTTLING @ 42" (EL.=222.2)
WAATER @ 48" (EL.=221.7)
NO REFUSAL



SYSTEM #1 (FRONT ROOFS)



SYSTEM #2 (DRIVEWAY)

GENERAL NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND DETERMINING THE LOCATION, SIZE AND ELEVATION OF ALL EXISTING UTILITIES, SHOWN OR NOT SHOWN ON THIS PLAN, PRIOR TO ANY CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IN WRITING OF ANY UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION AND APPROPRIATE REMEDIAL ACTION BEFORE PROCEEDING WITH THE WORK.
2. THE LOCATION OF ALL UTILITIES SHOWN HEREON ARE APPROXIMATE AND ARE BASED ON THE FIELD LOCATION OF ALL VISIBLE STRUCTURES SUCH AS CATCH BASINS, MANHOLES, WATER GATES, ETC. AND GOVERNMENT AGENCIES.
3. ALL THE PROPOSED DOWNSPOUTS TO CONNECT INTO ONSITE INFILTRATION SYSTEMS.

NOTE
ALL UTILITY INFORMATION SHOWN IS FROM AVAILABLE RECORDS. TO BE VERIFIED IN FIELD PRIOR TO ANY CONSTRUCTION

STORAGE CALCULATION FOR 1" OF RAIN:		
	REQUIRED	PROVIDED
HOUSE --> 4,452.6 s.f.	371 c.f.	421.43 c.f.
DRIVEWAY --> 1,442.0 s.f.	120 c.f.	334.5 c.f.

INFILTRATION SYSTEM #1 – DRIVEWAY

User Inputs

Chamber Model:	SC-740
Outlet Control Structure:	No
Project Name:	60 locust - driveway
Engineer:	Rolando de Castro
Project Location:	Massachusetts
Measurement Type:	Imperial
Required Storage Volume:	120 cubic ft.
Stone Porosity:	30%
Stone Foundation Depth:	6 in.
Stone Above Chambers:	6 in.
Design Constraint Dimensions:	(20 ft. x 20 ft.)

Results

System Volume and Bed Size

Installed Storage Volume:	184.93 cubic ft.
Storage Volume Per Chamber:	45.90 cubic ft.
Number Of Chambers Required:	2
Number Of End Caps Required:	2
Chamber Rows:	1
Maximum Length:	17.83 ft.
Maximum Width:	6.25 ft.
Approx. Bed Size Required:	111.46 square ft.
Average Cover Over Chambers:	N/A.

System Components

Amount Of Stone Required:	11 cubic yards
Volume Of Excavation (Not Including Fill):	15 cubic yards
Total Non-woven Geotextile Required:	53 square yards
Woven Geotextile Required (excluding Isolator Row):	0 square yards
Woven Geotextile Required (Isolator Row):	0 square yards
Total Woven Geotextile Required:	0 square yards
Impervious Liner Required:	0 square yards

INFILTRATION SYSTEM #1 – HOUSE

User Inputs

Chamber Model:	SC-740
Outlet Control Structure:	No
Project Name:	60 locust - house
Engineer:	Rolando de Castro
Project Location:	Massachusetts
Measurement Type:	Imperial
Required Storage Volume:	371 cubic ft.
Stone Porosity:	30%
Stone Foundation Depth:	6 in.
Stone Above Chambers:	6 in.
Design Constraint Dimensions:	(15 ft. x 60 ft.)

Results

System Volume and Bed Size

Installed Storage Volume:	421.43 cubic ft.
Storage Volume Per Chamber:	45.90 cubic ft.
Number Of Chambers Required:	5
Number Of End Caps Required:	2
Chamber Rows:	1
Maximum Length:	39.18 ft.
Maximum Width:	6.25 ft.
Approx. Bed Size Required:	244.90 square ft.
Average Cover Over Chambers:	N/A.

System Components

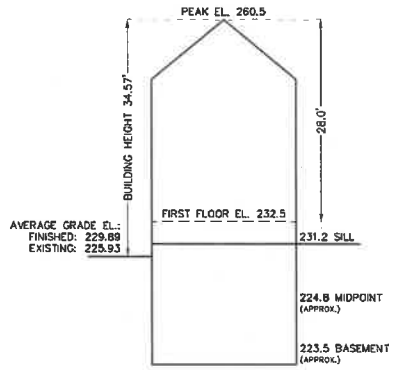
Amount Of Stone Required:	24 cubic yards
Volume Of Excavation (Not Including Fill):	32 cubic yards
Total Non-woven Geotextile Required:	108 square yards
Woven Geotextile Required (excluding Isolator Row):	0 square yards
Woven Geotextile Required (Isolator Row):	0 square yards
Total Woven Geotextile Required:	0 square yards
Impervious Liner Required:	0 square yards

DIG SAFE

EXCAVATORS BEFORE YOU DIG CONTACT THE DIG SAFE CENTER TO PREVENT DAMAGE TO TELEPHONE, GAS OR ELECTRIC UNDERGROUND FACILITIES OF MEMBER UTILITIES, CALL TOLL FREE 1-888-344-7233. MASSACHUSETTS STATE LAW REQUIRES NOTIFICATION AT LEAST THREE BUSINESS DAYS BEFORE YOU START DIGGING OPERATIONS. IN AN EMERGENCY, CALL IMMEDIATELY

0 10 20 30 40
SCALE: 1" = 10'

© 2020 VTP ASSOCIATES, INC.

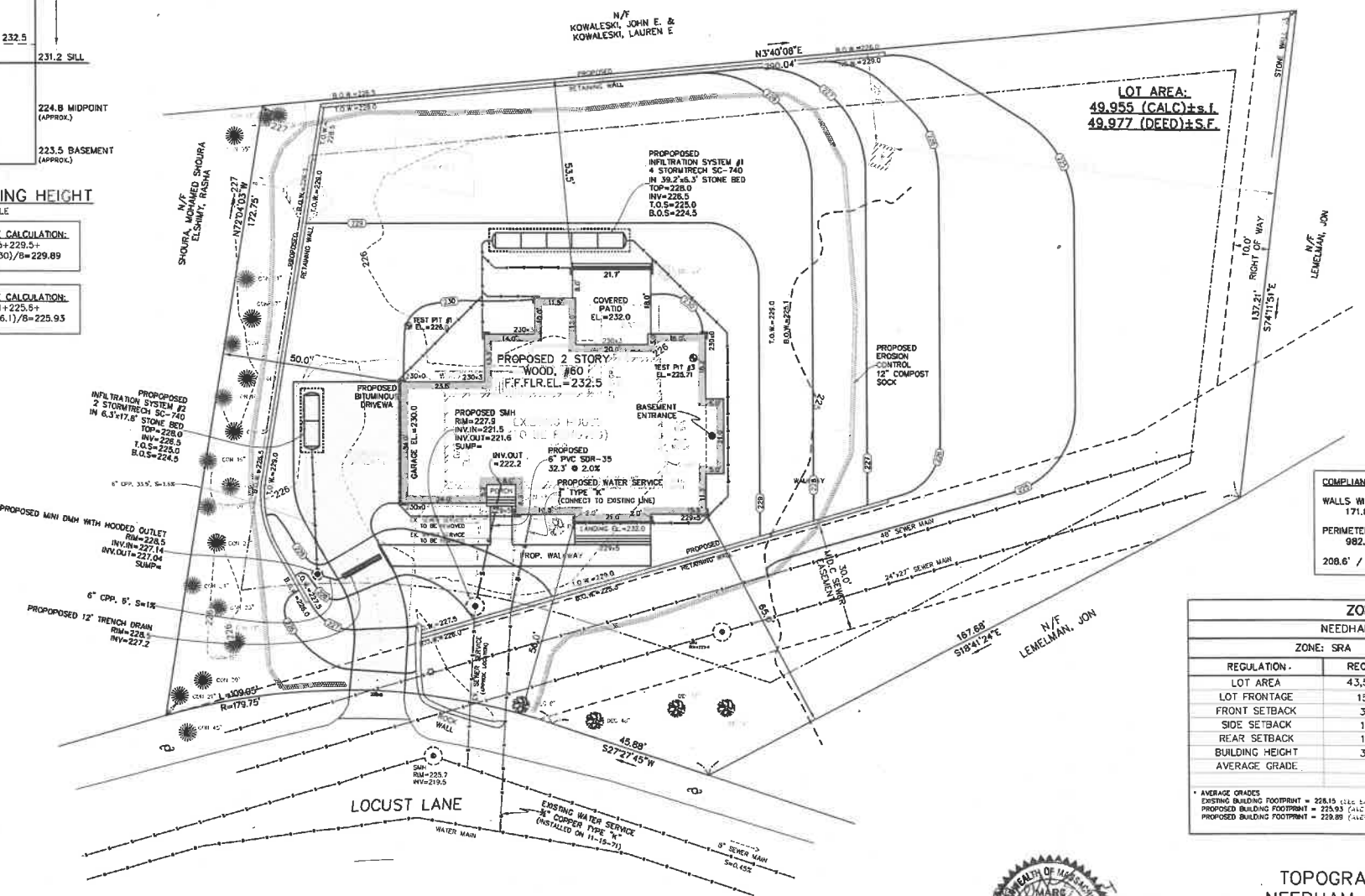


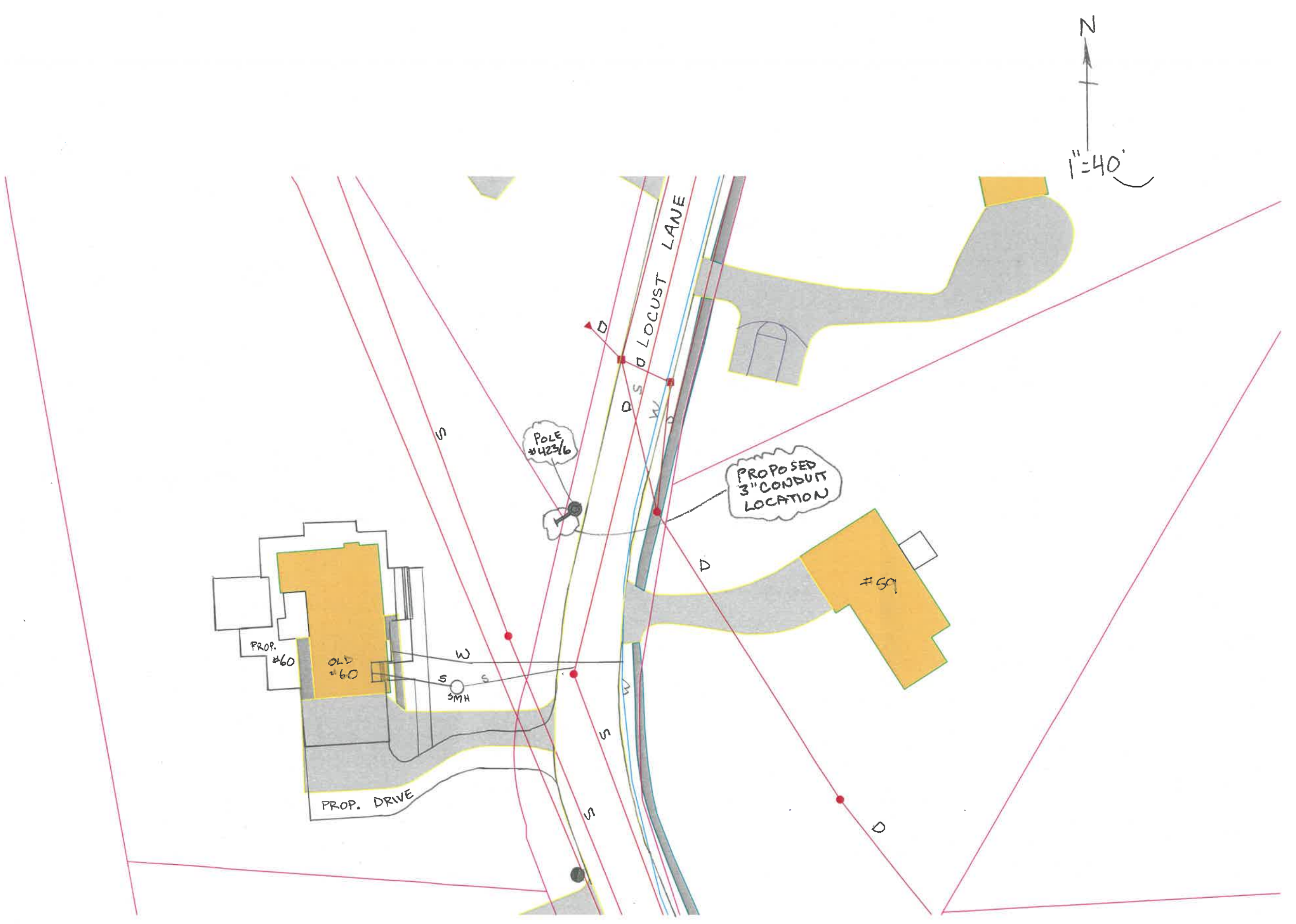
PROPOSED BUILDING HEIGHT

NOT TO SCALE

AVERAGE FINISHED GRADE CALCULATION:
(230.0+229.5+229.9+229.5+
+230.0+230.3+230.3+230)/8=229.89

AVERAGE EXISTING GRADE CALCULATION:
(226.2+226.4+226.1+225.5+
+225.5+225.7+225.8+226.1)/8=225.93


N/F KOWALESKI, JOHN E. & KOWALESKI, LAUREN E
N/F SHOURA, MOHAMED SHOURA ELSAWAH, RASHA
N/F LEMELMAN, JON
N3°40'08"E 390.04'
N72°03'57"E 172.75'
S74°11'51"E 137.21'
S18°41'24"E 187.88'
S27°27'45"W 45.88'
LOT AREA:
49,955 (CALC)±s.f.
49,977 (DEED)±S.F.
PROPOSED INFILTRATION SYSTEM #1
4 STORMTRECH SC-740
IN 39.2'x6.3' STONE BED
TOP=228.0
INV=225.5
T.O.S=225.0
B.O.S=224.5
PROPOSED 2 STORY WOOD, #60
F.F.FLR.EL.=232.5
COVERED PATIO EL.=232.0
PROPOSED BITUMINOUS DRIVEWAY
PROPOSED INFILTRATION SYSTEM #2
2 STORMTRECH SC-740
IN 6.3'x17.8' STONE BED
TOP=228.0
INV=226.5
T.O.S=225.0
B.O.S=224.5
PROPOSED SMH
RIM=227.8
INV.IN=221.5
INV.OUT=221.6
SUMP=
INV.OUT =222.2
PROPOSED 6" PVC SDR-35 32.3' @ 2.0%
PROPOSED WATER SERVICE
TYPE 'K' (CONNECT TO EXISTING LINE)
BASEMENT ENTRANCE
GARAGE EL.=230.0
PROPOSED MINI DMH WITH HOODED OUTLET
RIM=229.5
INV.IN=227.14
INV.OUT=227.04
SUMP=
6" CPP, 5', S=1%
PROPOSED 12" TRENCH DRAIN
RIM=228.5
INV=227.2
PROPOSED EROSION CONTROL 12" COMPOST SOCK
PROP. WALKWAY
PROPOSED RETAINING WALL
EXISTING RETAINING WALL
EXISTING WOOD FENCE
EXISTING CHAINLINK FENCE
EXISTING WOOD FENCE ABUTTING
EXISTING WATER SERVICE 1" COPPER TYPE 'K' (INSTALLED ON 11-19-71)
WATER MAIN
3" SEWER MAIN
S=0.65%
24"x27" SEWER MAIN
40' SEWER MAIN
EXISTING 35.0' SEWER EASEMENT
LOCUST LANE
TEST PIT #1 EL.=226.0
TEST PIT #2 EL.=225.7
TEST PIT #3 EL.=225.7
SMH RIM=225.7 INV=219.5
CB RIM=225.0
CB RIM=225.2
CB RIM=225.3
CB RIM=225.4
CB RIM=225.5
CB RIM=225.6
CB RIM=225.7
CB RIM=225.8
CB RIM=225.9
CB RIM=226.0
CB RIM=226.1
CB RIM=226.2
CB RIM=226.3
CB RIM=226.4
CB RIM=226.5
CB RIM=226.6
CB RIM=226.7
CB RIM=226.8
CB RIM=226.9
CB RIM=227.0
CB RIM=227.1
CB


N
1"=40'
LOCUST LANE
POLE #423/6
PROPOSED 3" CONDUIT LOCATION
#59
PROP. #60
OLD #60
SMH
PROP. DRIVE
D
S
W

CLEAN
RESTROOM RENTALS
888-935-0009
CLEAN
888-935-0009

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:10 p.m. on Tuesday, May 13, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated March 27, 2025, to install approximately eight feet of conduit in Locust Lane. The reason for this work is to provide service to 60 Locust Lane.

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 28, 2025

60 LOCUST LANE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/223.0-0043-0000.0	SCHERNECKER, PAMELA S		71 LOCUST LN	NEEDHAM	MA	02492-
199/223.0-0053-0000.0	LEMELMAN, JON		80 LOCUST LN	NEEDHAM	MA	02492-
199/223.0-0054-0000.0	TZOUROS, ARTHUR &	TZOUROS, SANDRA	52 PICKERING ST	NEEDHAM	MA	02492-
199/224.0-0016-0000.0	REISMAN, MARIA J		131 WINDING RIVER RD	NEEDHAM	MA	02492-
199/223.0-0055-0000.0	SHOURA, MOHAMED S. & ELSHIMY, RASHA TR	SHOURA FAMILY REALTY TRUST	44 LOCUST LN	NEEDHAM	MA	02492-
199/223.0-0042-0000.0	LOU, HO YIN &	CHAN, DENISE HAI-YAM	59 LOCUST LN	NEEDHAM	MA	02492-
199/224.0-0003-0000.0	KOWALESKI, JOHN E. &	KOWALESKI, LAUREN E	805 CHARLES RIVER ST	NEEDHAM	MA	02492-

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Public Hearing: Application for Multiple Amendments to an All-Alcohol License – Needham Wine & Spirits, LLC dba Needham Wine & Spirits
Presenter(s)	Michael F. O'Connell, LLC Manager – Needham Wine & Spirits LLC, dba Needham Wine & Spirits Thomas P. Miller – Applicant Counsel

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

Needham Wine & Spirits, LLC dba Needham Wine & Spirits has applied for multiple amendments to their existing Section 15 Package Store All-Alcoholic Beverages License at 1257 Highland Avenue, Needham, MA. The amendments reflect proposed changes in LLC Managers and Change in Corporate Ownership Interest to reflect Linda J. O'Connell's assumption of 50% ownership interest in the store, previously owned by John A. Recco.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: Move to approve the application for multiple amendments to a Section 15 Package Store All-Alcohol License submitted by Needham Wine & Spirits, LLC, dba Needham Wine & Spirits, and if so approved, forward the application to the ABCC for review and final approval.

3.	**BACK UP INFORMATION ATTACHED**

a. Receipt of Filing Payment to ABCC
b. ABCC Payment Monetary Transmittal Form
c. Department of Revenue Standing Certificate
d. Department of Unemployment Assistance Standing Certificate
e. Vote of the Entity
f. Business Structure Document
g. Membership Interest and Stock Transfer Agreement
h. Advertisement

Your Information | Payment | Receipt

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.

Transaction Processed Successfully.
INVOICE #: 5f48ad14-0224-4056-a0b7-c32b273f0875

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	00031-PK-0770	$200.00
		$200.00

Total Convenience Fee: $0.35

Date Paid: 4/8/2025 11:37:32 AM EDT

Total Amount Paid: $200.35

Payment On Behalf Of

License Number or Business Name:
00031-PK-0770

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
McDermott, Quilty & Miller LLP

Last Name:

Address:
[redacted]

City:
Boston

State:
MA

Zip Code:
02109

Email Address:
[redacted]

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make $200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) 00031-PK-0770

ENTITY/ LICENSEE NAME Needham Wine & Spirits, LLC

ADDRESS 1257 Highland Avenue

CITY/TOWN Needham **STATE** MA **ZIP CODE** 02492

For the following transactions (Check all that apply):

- ☐ New License
- ☐ Transfer of License
- ☐ Change of Manager
- ☒ Change of Officers/ Directors/LLC Managers
- ☐ Change of Location
- ☐ Alteration of Licensed Premises
- ☐ Change Corporate Name
- ☒ Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)
- ☐ Change of Class (i.e. Annual / Seasonal)
- ☐ Change of License Type (i.e. club / restaurant)
- ☐ Change of Category (i.e. All Alcohol/Wine, Malt)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Other
- ☐ Change Corporate Structure (i.e. Corp / LLC)
- ☐ Pledge of Collateral (i.e. License/Stock)
- ☐ Management/Operating Agreement
- ☐ Change of Hours
- ☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L0168851872
Notice Date: November 14, 2024
Case ID: 0-002-666-639

CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE

UPPER FALLS BEVERAGE STORE INC
150 NEEDHAM ST
NEWTON UPPER FALLS MA 02464-1506

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, UPPER FALLS BEVERAGE STORE INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau

To Whom it May Concern:

Upper Falls Beverage Store, Inc. (EIN 04-2029408) files a consolidated Massachusetts unitary return (Form 355U) with the following other entities due to their common ownership:

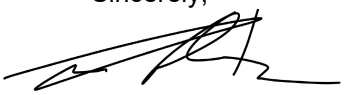
Post Road Liquors, Inc. (EIN 04-2135891)

Auburndale Discount Wine & Spirits, Inc. (EIN 04-3278841)

Needham Wine & Spirits, Inc. (EIN 46-1359294)

Upper Falls Beverage Store, Inc. is the principal reporting corporation which is why the certificate of good standing is obtained under their name.

Sincerely,



Tom Attura, CPA

Department of Unemployment Assistance
Commonwealth of Massachusetts
Executive Office of Labor & Workforce Development

Certificate of Compliance

Date: March 28, 2025
Letter ID: L0005030495
Employer ID (FEIN): XX-XXX9294

NEEDHAM WINE & SPIRITS LLC
1257 HIGHLAND AVENUE
NEEDHAM MA 02492

Certificate ID: L0005030495

FEIN: 46-1359294

The Department of Unemployment Assistance certifies that as of 27-Mar-2025, NEEDHAM WINE & SPIRITS LLC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L. c. 149, § 189.

This certificate expires on 26-Apr-2025 .

Sincerely,

Katie Dishnica

Katie Dishnica, Director
Department of Unemployment Assistance

Questions?
Revenue Enforcement Unit
Department of Unemployment Assistance
Email us: Revenue.Enforcement@mass.gov
Call us: (617) 626-5750

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR AMENDMENT
-Change of Officers, Stock or Ownership Interest

☒ Change of Officers/ Directors/LLC Managers

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☒ Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ Change of Stock Interest

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ *Non-Profit Club* Change of Officers/ Directors

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

☐ Management Agreement

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Needham Wine & Spirits, LLC	Needham	00031-PK-0770

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Application for a Change of LLC Manager and Change of Ownership Interest. John A. Recco is transferring his membership interest to Linda J. O'Connell and resigning as LLC Manager. Linda is also being appointed an LLC Manager to replace John.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Jon D. Aieta	Attorney	[redacted]	[redacted]

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
  On Premises (E.g.Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
  Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Michael F. O'Connell	[redacted]	[redacted]	[redacted]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Manager and Member	50%	(•) Yes ( ) No	(•) Yes ( ) No	(•) Yes ( ) No

Name of Principal	Residential Address	SSN	DOB
Linda J. O'Connell	[redacted]	[redacted]	[redacted]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Manager and Member	50%	(•) Yes ( ) No	(•) Yes ( ) No	(•) Yes ( ) No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		( ) Yes ( ) No	( ) Yes ( ) No	( ) Yes ( ) No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		( ) Yes ( ) No	( ) Yes ( ) No	( ) Yes ( ) No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		( ) Yes ( ) No	( ) Yes ( ) No	( ) Yes ( ) No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		( ) Yes ( ) No	( ) Yes ( ) No	( ) Yes ( ) No

Additional pages attached? ( ) Yes (•) No

CRIMINAL HISTORY
Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. ( ) Yes (•) No

MANAGEMENT AGREEMENT
Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. ( ) Yes (•) No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Michael F. O'Connell	Manager and Member	50%
John A. Recco	Manager and Member	50%

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Additional Information sheet			

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒
If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled?
Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
2008	Post Road Liquors, Inc.	Wayland	Sale to Minor - compliance check
11/2018	Post Road Liquors, Inc.	Wayland	Sale to Minor - compliance check
1/2019	Needham Wine & Spirits LLC	Needham	Sale to Minor - compliance check
3/2024	Needham Wine & Spirits LLC	Needham	Sale to Minor - compliance check

7. FINANCIAL DISCLOSURE

Associated Cost(s): **(E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"**

Associated Cost(s):	No additional cash consideration relating to the exchange of stock/membership interest by and between John A. Recco, on one side and Linda J. and Michael F. O'Connell, on the other.

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
N/A	
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A			◯ Yes ◯ No
			◯ Yes ◯ No
			◯ Yes ◯ No
			◯ Yes ◯ No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

The parties have been engaged in a collective enterprise consisting of four (4) retail liquor stores, namely Auburndale Discount Wine & Spirits, Inc. (Newton) Post Road Liquors, Inc. (Wayland), Upper Falls Beverage Store, Inc. (Newton) and Needham Wine and Spirits LLC (Needham) and now wish to divide the Businesses equally between John A. Recco, on one side, and Linda and Michael O'Connell on the other. The parties are exchanging stock and membership interests among themselves without additional cash consideration.

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Name	License Type	License Name	Municipality
Michael F. O'Connell	s.15	Auburndale Discount Wine & Spirits, Inc.	Newton
Michael F. O'Connell	s.15	Upper Falls Beverage Store, Inc.	Newton
Michael F. O'Connell	s.15	Post Road Liquors, Inc.	Wayland
Linda J. O'Connell	s.15	Upper Falls Beverage Store, Inc.	Newton
Linda J. O'Connell	s.15	Post Road Liquors, Inc.	Wayland

APPLICANT'S STATEMENT

I, Michael F. O'Connell the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager
Authorized Signatory

of Needham Wine & Spirits LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

(1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;

(2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;

(3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;

(4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;

(5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;

(6) I understand that all statements and representations made become conditions of the license;

(7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;

(8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and

(9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

(10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Michael F. O'Connell (Mar 31, 2025 13:54 EDT) Date: 03/31/2025

Title: Manager

ENTITY VOTE

The Board of Directors or LLC Managers of Needham Wine & Spirits, LLC (Entity Name)

duly voted to apply to the Licensing Authority of Needham (City/Town) and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Mar 18, 2025 (Date of Meeting)

For the following transactions (Check all that apply):

- [x] Change of Officers/Directors/LLC Manager
- [x] Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- [ ] Issuance/Transfer of Stock/New Stockholder
- [ ] Management/Operating Agreement
- [ ] Other _____

"VOTED: To authorize Michael F. O'Connell (Name of Person)

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

Michael F. O'Connell

Corporate Officer /LLC Manager Signature

Michael F. O'Connell

(Print Name)

For Corporations ONLY

A true copy attest,

_____

Corporation Clerk's Signature

_____

(Print Name)

Secretary of the Commonwealth of Massachusetts
William Francis Galvin

Business Entity Summary

ID Number: 001091850 Request certificate New search

Summary for: NEEDHAM WINE & SPIRITS, LLC

The exact name of the Domestic Limited Liability Company (LLC): NEEDHAM WINE & SPIRITS, LLC

Entity type: Domestic Limited Liability Company (LLC)

Identification Number: 001091850

Date of Organization in Massachusetts: 11-08-2012 **Date of Revival:**

Last date certain:

The location or address where the records are maintained (A PO box is not a valid location or address):

Address: 2102 COMMONWEALTH AVE.

City or town, State, Zip code, Country: NEWTON, MA 02466 USA

The name and address of the Resident Agent:

Name: LINDA J. O'CONNELL

Address: 2102 COMMONWEALTH AVE.

City or town, State, Zip code, Country: NEWTON, MA 02466 USA

The name and business address of each Manager:

Title	Individual name	Address
MANAGER	MICHAEL F. O'CONNELL	2102 COMMONWEALTH AVE. NEWTON, MA 02466 USA
MANAGER	LINDA J. O'CONNELL	2102 COMMONWEALTH AVE. NEWTON, MA 02466 USA USA

In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:

Title	Individual name	Address

The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:

Title	Individual name	Address
REAL PROPERTY	MICHAEL F. O'CONNELL	2102 COMMONWEALTH AVE. NEWTON, MA 02466 USA
REAL PROPERTY	LINDA J. O'CONNELL	2102 COMMONWEALTH AVE. NEWTON, MA 02466 USA USA

☐ **Consent** ☐ **Confidential Data** ☐ **Merger Allowed** ☐ **Manufacturing**

View filings for this business entity:

ALL FILINGS
Annual Report
Annual Report - Professional
Articles of Entity Conversion
Certificate of Amendment

View filings

Comments or notes associated with this business entity:

New search

Docusign Envelope ID: 830E560B-D96F-47C8-9FCB-60BE03B222FE

MEMBERSHIP INTEREST AND STOCK TRANSFER AGREEMENT

THIS MEMBERSHIP INTEREST AND STOCK TRANSFER AGREEMENT ("Agreement") is entered into as of this 26th day of February, 2025, by and between John A. Recco, an individual residing at [redacted] ("Jack"), Linda J. O'Connell, an individual residing at [redacted] ("Linda"), and Michael F. O'Connell, an individual residing at [redacted] ("Mike").

RECITALS

WHEREAS, the Parties have been engaged in a collective enterprise consisting of four (4) retail liquor stores, namely Auburndale Discount Wine & Spirits, Inc. ("Auburndale") located at 2102 Commonwealth Avenue, Newton, Massachusetts 02466, Post Road Liquors, Inc. located at 44 Post Road, Wayland, Massachusetts 01778 ("Post Road"), Upper Falls Beverage Store, Inc. located at 150 Needham Street, Newton, Massachusetts 02464 ("Upper Falls"), and Needham Wine and Spirits LLC located at 1257 Highland Avenue, Needham, Massachusetts 02492 ("Needham Wine") (collectively, the "Businesses");

WHEREAS, the Parties now wish to divide the Businesses equally between Jack, on one side, and Linda and Mike on the other;

WHEREAS, Jack owns one hundred (100) shares representing fifty (50%) percent of the issued and outstanding shares of common stock, no par value of Auburndale Discount Wine & Spirits, Inc.;

WHEREAS, Jack desires those one hundred (100) shares of stock of Auburndale be transferred to Linda pursuant to this Agreement, subject to the terms set forth herein;

WHEREAS, Linda owns one hundred sixty-five (165) shares representing thirty-three (33%) percent of the issued and outstanding shares of common stock, no par value of Post Road Liquors, Inc.;

WHEREAS, Linda desires those one hundred sixty-five (165) shares of stock of Post Road be transferred to Jack pursuant to this Agreement, subject to the terms set forth herein;

WHEREAS, Mike owns eighty-five (85) shares representing seventeen (17%) percent of the issued and outstanding shares of common stock, no par value of Post Road Liquors, Inc.;

WHEREAS, Mike desires those eighty-five (85) shares of stock of Post Road be transferred to Jack pursuant to this Agreement, subject to the terms set forth herein;

WHEREAS, Linda owns one hundred sixty-five (165) shares representing thirty-three (33%) percent of the issued and outstanding shares of common stock, no par value of Upper Falls Beverage Store, Inc.;

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WHEREAS, Linda desires those one hundred sixty-five (165) shares of stock of Upper Falls be transferred to Jack pursuant to this Agreement, subject to the terms set forth herein;

WHEREAS, Mike owns eighty-five (85) shares representing seventeen (17%) percent of the issued and outstanding shares of common stock, no par value of Upper Falls Beverage Store, Inc.;

WHEREAS, Mike desires those eighty-five (85) shares of stock of Upper Falls be transferred to Jack pursuant to this Agreement, subject to the terms set forth herein;

WHEREAS, Jack owns a fifty (50%) percent membership interest in Needham Wine & Spirits, LLC which represents which represents one hundred percent (100%) of his total interest in Needham Wine;

WHEREAS, Jack desires to transfer to Linda, his fifty (50%) percent membership interest in Needham Wine, subject to the terms set forth herein; and

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

AGREEMENT

1. ***Transfer of Stock of Auburndale***. Jack shall transfer his one hundred (100) shares representing fifty (50%) percent of the issued and outstanding shares of stock of Auburndale to Linda, and Linda shall accept one hundred (100) shares of stock of Auburndale representing fifty (50%) percent of the issued and outstanding shares of stock of Auburndale (the "Auburndale Transferred Stock"), subject to the terms set forth herein.

2. ***Transfer of Stock of Post Road***. Linda shall transfer her one hundred sixty five (165) shares representing thirty-three (33%) percent of the issued and outstanding shares of stock of Post Road to Jack, and Mike shall transfer his eighty five (85) shares representing seventeen (17%) percent of the issued and outstanding shares of stock of Post Road to Jack, and Jack shall accept two hundred fifty (250) shares of stock of Post Road from Linda and Mike representing fifty (50%) percent of the issued and outstanding shares of stock of Post Road (the "Post Road Transferred Stock"), subject to the terms set forth herein.

3. ***Transfer of Stock of Upper Falls***. Linda shall transfer her one hundred sixty five (165) shares representing thirty-three (33%) percent of the issued and outstanding shares of stock of Upper Falls to Jack, and Mike shall transfer his eighty five (85) shares representing seventeen (17%) percent of the issued and outstanding shares of stock of Post Upper Falls to Jack, and Jack shall accept two hundred fifty (250) shares of stock of Upper Falls from Linda and Mike representing fifty (50%) percent of the issued and outstanding shares of stock of Upper Falls (the "Upper Falls Transferred Stock"), subject to the terms set forth herein.

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4. ***Transfer of Membership Interest of Needham Wine***. Jack shall transfer his fifty (50%) percent membership interest in Needham Wine to Linda, and Linda shall accept the fifty (50%) percent membership interest in Needham Wine (the "Needham Wine Transferred Membership Interest"), subject to the terms set forth herein.

5. ***Closing***. The delivery of the certificate(s) for the Auburndale Transferred Stock, Post Road Transferred Stock, Upper Falls Transferred Stock, as well as the revised Schedule A to the Operating Agreement of Needham Wine, shall take place on or before the fifth (5^{th}) business day following receipt of written notification from the City of Newton Board of License Commissioners, the Town of Wayland Select Board, the Town of Needham Select Board (collectively, the "Boards") and the Alcoholic Beverages Control Commission (the "ABCC") of the full and final approval of the transfer of stock, change of officers and directors, transfer of membership interest, and change of LLC managers, as applicable to the Businesses, or at a time or place or in such other manner as the Parties mutually agree upon in writing (the "Closing Date" or "Closing").

6. ***Representation and Warranties of the Parties***. Each Party represents and warrants to the other Party that:

(a) Authority. It has all necessary corporate power and authority to enter into this Agreement to carry out its obligations hereunder, and to consummate the transactions contemplated hereby. This Agreement constitute its legal, valid and binding obligations enforceable against it in accordance with their respective terms, except as such enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium or similar Laws affecting creditors' rights generally and by general principles of equity (regardless of whether enforcement is sought in a proceeding at law or in equity).

(b) No Conflicts or Consents. The execution, delivery and performance by it of this Agreement to which it is a party, and the consummation of the transactions contemplated hereby, do not and will not: (a) violate or breach any provision of the certificate of incorporation or by-laws of the Business's entities; (b) violate or breach any provision of any Law or Governmental Order applicable to it, the Business, or the Exchanged Interests; (c) except as set forth herein, require the consent, notice or other action by any Person under, conflict with, violate or breach, constitute a default under or result in the acceleration of any contract; or (d) except as set forth herein, require any consent, permit, Governmental Order, filing or notice from, with or to any Governmental Authority by or with respect to it in connection with the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby; except, in the cases of clauses (b) and (c), where the violation, breach, conflict, default, acceleration or failure to obtain consent or give notice would not have a Material Adverse Effect and, in the case of clause (d), where such consent, permit, Governmental Order, filing or notice which, in the aggregate, would not have a Material Adverse Effect.

(c) Ownership of Interests. The Party is the beneficial and record owner and has good and marketable title to the Transferred Stock and/or Transferred Membership Interest that it is transferring pursuant to this Agreement free and clear of all Liens, except for restrictions on transfer imposed by securities Laws, and the Party does not hold any other equity interest or

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securities of the Business. At the Closing, the other Party will acquire good and valid title to such Transferred Stock and/or Transferred Membership Interest, free and clear of all Liens.

(d) No Other Representations and Warranties. Except for the representations and warranties contained in this paragraph, neither Party nor any other Person has made or makes any other express or implied representation or warranty, either written or oral, on behalf of such Party.

7. ***Revised Ownership Interests.*** Each Shareholder's Interest in the Corporations, adjusted to reflect the transfer of the Transferred Stock hereunder, are set forth below:

Auburndale Discount Wine & Spirits, Inc.

Shareholder	**Number of Shares/% Interest In Corporation Prior to Transfer**	**Number of Shares/% Interest In Corporation Following Transfer**
Michael F. O'Connell	100 Shares 50%	100 Shares 50%
Jack A. Recco	100 Shares 50%	0 Shares 0%
Linda J. O'Connell	0 Shares 0%	100 Shares 50%

Post Road Liquors, Inc.

Shareholder	**Number of Shares/% Interest In Corporation Prior to Transfer**	**Number of Shares/% Interest In Corporation Following Transfer**
Michael F. O'Connell	85 Shares 17%	0 Shares 0%
Linda J. O'Connell	165 Shares 33%	0 Shares 0%
Jack A. Recco	250 Shares 50%	500 Shares 100%

Upper Falls Beverage Store, Inc.

Shareholder	**Number of Shares/% Interest In Corporation Prior to Transfer**	**Number of Shares/% Interest In Corporation Following Transfer**
Michael F. O'Connell	85 Shares 17%	0 Shares 0%

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Linda J. O'Connell	165 Shares 33%	0 Shares 0%
Jack A. Recco	250 Shares 50%	500 Shares 100%

8. ***Revised Membership Interests.*** Each Member's Interest in the Company, adjusted to reflect the transfer of the Transferred Membership Interest hereunder, is set forth below:

Needham Wine & Spirits LLC

Member	**Percentage Interest in Company Prior to Transfer**	**Percentage Interest in Company Following Transfer**
Michael F. O'Connell	50%	50%
Jack A. Recco	50%	0%
Linda J. O'Connell	0%	50%

The Schedule A to the Company's Operating Agreement shall be adjusted to reflect the transfer of the Transferred Membership Interest.

9. ***Amendment of Corporation and Company Documents*.** The parties agree that, effective upon the date of this Agreement, the parties shall be free to amend the Corporations' and Company's documents and corporate records and to take any and all such other actions, and amend any and all such other documents, agreements, instruments or certificates, as may be necessary or appropriate to effectuate and carry out the purpose and intent of the foregoing and the transactions contemplated by this Agreement, including but not limited to filing the relevant changes with the Secretary of Commonwealth of Massachusetts.

10. ***Contingencies.*** The Parties performance hereunder is specifically contingent upon and subject to the following:

(a) The parties obtaining the approval from the Boards and the ABCC for the transfer of stock, change of officers and directors, transfer of membership interest, and change of LLC managers of the Businesses;

(b) The parties obtaining the approval from the Massachusetts Secretary of Commonwealth's Office for a change of officers and directors and change of LLC managers, pursuant to the filing of Certificate of Amendments;

(c) Such certificate of documentation as the Parties may reasonably require evidencing the sale of Seller's interest; and

(d) The representations and warranties of the Parties contained in this Agreement shall be true

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on and as of the Closing Date with the same effect as though such representations and warranties were made as of the Closing Date.

11. ***Governing Law.*** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts applicable to contracts entered into and to be performed entirely within the Commonwealth of Massachusetts by residents of the Commonwealth of Massachusetts.

12. ***Counterparts.*** This Agreement may be signed in counterparts with the same effect as if the signature on each such counterpart were on the same instrument. Facsimiles of signatures shall be deemed to be originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Signed by:
Linda J. O'Connell
08661BB62C8B47A...

LINDA J. O'CONNELL

DocuSigned by:
17BE3ACDDE054CB...

MICHAEL F. O'CONNELL

DocuSigned by:
John A. Recco
FB383D6DBA64483...

JOHN A. RECCO

LEGAL NOTICE

TOWN OF NEEDHAM
SELECT BOARD

Application for Multiple Alcohol License Amendments

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Needham Wine & Spirits, LLC, dba Needham Wine & Spirits, has applied for multiple amendments (Change of LLC Managers and Change of Ownership Interest) to their existing Section 15 Package Store, All Alcohol Beverages License at 1257 Highland Avenue, Needham.

IT IS ORDERED that a public hearing be held for said application at the office of the Select Board as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 13th day of May, 2025 at 6:20 PM. The Select Board invites all residents and interested parties to provide input at this meeting that will be held in person, Select Board Chambers, Town Hall and via Zoom.

Use this link below to join the webinar: https://needham-k12-ma-us.zoom.us/webinar/register/WN_WxEHAL7PSuCjfxL2IXXsDQ

Webinar ID: 826 0101 3229 Password: 652800

Or One-Tap Mobile Telephone: +16469313860,,82601013229#,,,,*652800#

This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at http://masspublicnotices.org/

Licensing Authority, Select Board

2x4 Town of Needham - Needham Wine Spirits 4-24-25 *4-24-25 HTW*

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Public Hearing: Envision Needham Center
Presenter(s)	Carys Lustig, Director of Public Works Margot Spiller, PE, AICP, Principal, Apex Companies LLC Cassandra A. Thompson, Brand Manager, Apex Companies LLC Karen Fitzgerald, PLA, Landscape Architecture Practice Lead, Toole Design

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Director of Public Works, Carys Lustig along with the project management team at Apex and Toole will present the work completed so far on the Envision Needham Center project including a summary of project goals as presented, history of outreach and project work, and concept designs. This will include an explanation of a pilot phase application of these concepts.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Slideshow and Concept Designs (added attachment)	

Envision Needham Center

Select Board Project Update

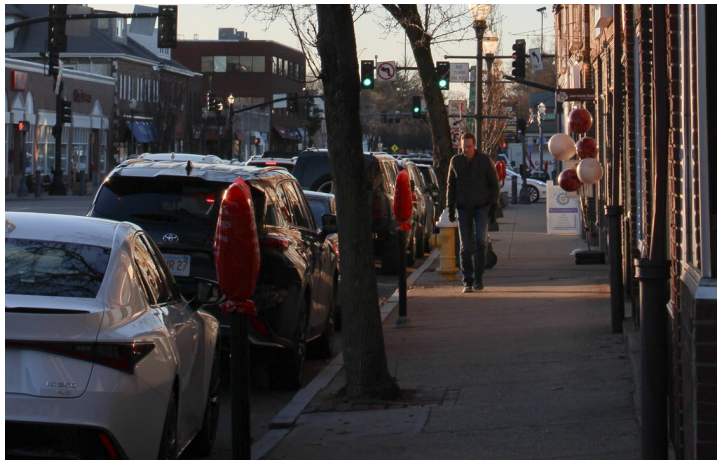
May 13th, 2025

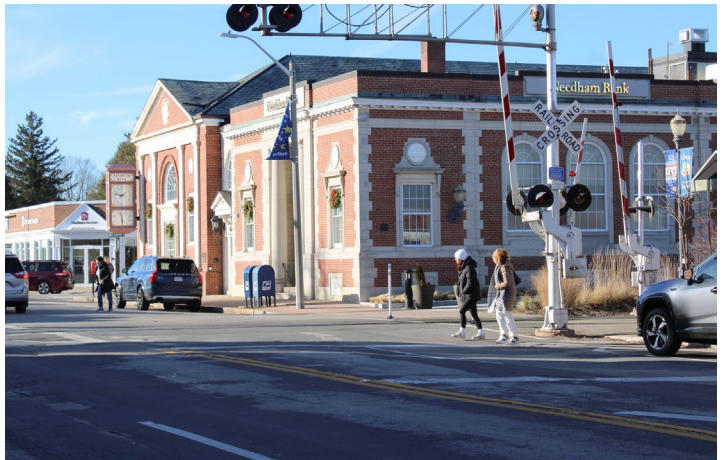
ENVISION
NEEDHAM CENTER

Agenda

- Project Overview
  - Existing Conditions
  - Design Mission
  - Project Goals
  - Designing for Project Goals
- Project Timeline & Engagement to Date
- Proposed Design
  - Design Challenges
  - Alternatives Considered
  - Feedback Received
  - Refined Concept
- Demonstration Project
  - Overview
  - Strategies

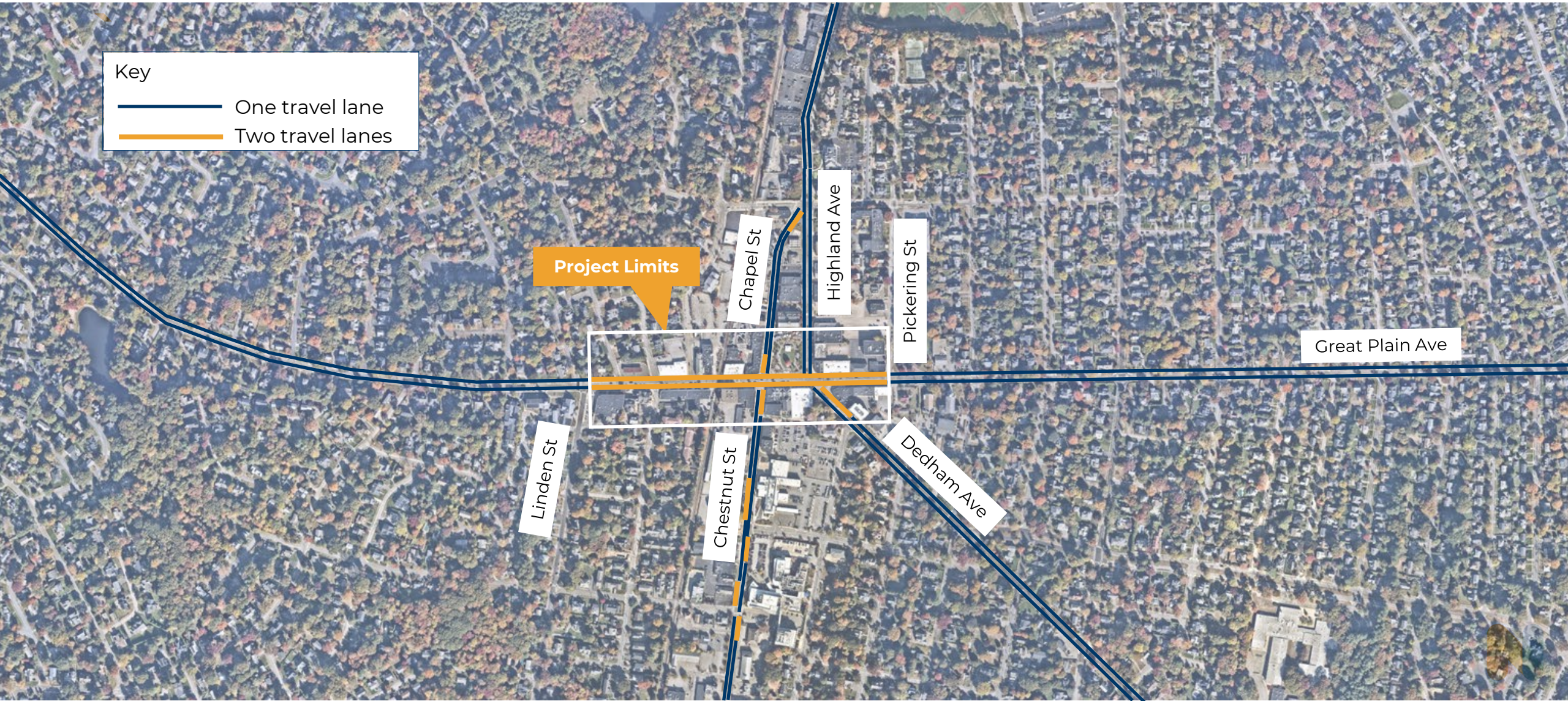
Project Overview




Needham Bank
RAILROAD
CROSSING

Project Overview

Existing Conditions



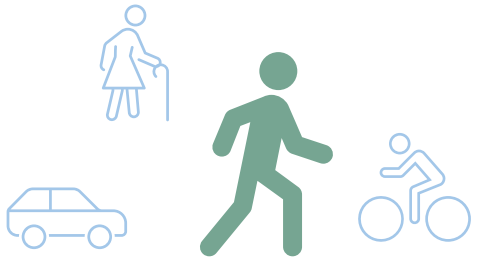
Project Overview

Design Mission

The Envision Needham Center project aims to create a **safe, vibrant,** and **resilient destination** for current and future Needham residents, visitors, and businesses.

Project Overview

Project Goals

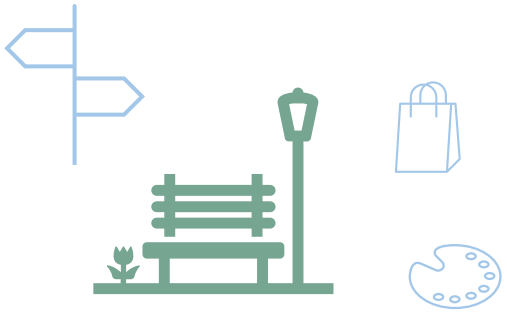


Safety & Mobility

Pedestrian Accommodations
Bike Accommodations
Vehicular Safety
Parking Considerations

Sustainability & Resilience

Climate Change Resilience
Trees & Landscape Elements
Encouraging Alternative Travel Modes



Beautification & Placemaking

Community Spaces
Arts & Culture
Embracing Local Businesses
Wayfinding

Designing for Project Goals

1. Safety & Mobility

Pedestrian Accommodations

- Wider and unobstructed sidewalks when possible
- ADA compliance
- Shorter crossing distances
- Elimination of multiple threat situations

Bike Accommodations

- Dedicated and protected bike lanes
- Bike parking
- Intersection accommodations
  - Designated and shortened crossings
  - Bike boxes

Vehicular Safety

- Reduced conflict opportunities with one traffic lane in each direction
- Proven measures to reduce travel speeds

Parking Considerations

- Retain on-street parking as appropriate based on tradeoff analysis
- Improve wayfinding for public lots
- Curb management and loading operations accommodations

Designing for Project Goals

2. Sustainability & Resilience

Climate Change Resilience

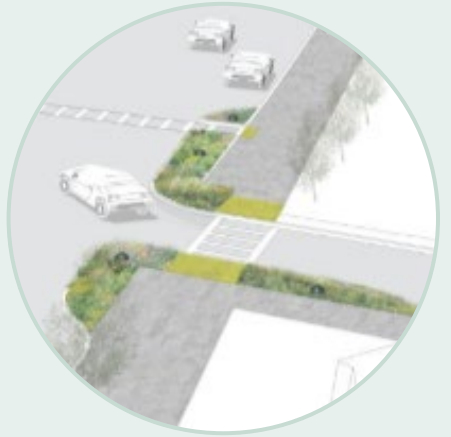
- Upgrading existing closed drainage system
- Reducing stormwater runoff
    - Street trees with structural soil
    - Permeable materials

Trees & Landscape Elements

- Increase number of street trees
- Prioritization of street trees on north side of GPA
- Increased green space (e.g., rain gardens)

Encouraging Alternative Travel Modes

- Safer and more comfortable pedestrian accommodations
- Bike lanes and accommodations



Designing for Project Goals

3. Beautification & Placemaking

Community Spaces

- New community space on corner of Dedham and GPA
- Open public seating in key locations
- Gathering opportunities and stopping spaces
- Shade opportunities from expanded tree canopy

Arts & Culture

- Public art opportunities (e.g., street art, murals)
- Place branding opportunities (e.g., defining Needham Center)
- Embracing the local creative community

Embracing Local Businesses

- Increased outdoor dining opportunities
- Signage opportunities
- Encouraging foot traffic and enhancing the destination experience

Wayfinding

- Public parking signage and clarity
- Cohesive wayfinding strategy

Project Timeline & Engagement to Date

Project Timeline

2023 – 2024 Selection

December 2023

Solicitation issued with request to prioritize safety and bike facilities in new design

January 2024

Apex + Toole Design team proposes a people-oriented strategy

February - April 2024

Interviews and Select Board presentations, Apex + Toole Design team selected

August 2024

Phase 1 contract finalized

SS4a Demonstration Grant application submitted

December 2024

SS4a Demonstration Grant secured

Project Timeline

Working Group Meetings

December 2024	January 2025	February 2025	March 2025	April 2025
Working Group Meeting No. 1	Working Group Meeting No. 2	Working Group Meeting No. 4	Working Group Meeting No. 5	Working Group Meeting No. 7
	Working Group Meeting No. 3		Working Group Meeting No. 6	Working Group Meeting No. 8

Project Timeline

Outreach & Info Events

September 2024

Harvest Fair pop-up event with DPW

February 2025

Open House (Sat. Feb. 8th)

Guided walking tours (Sat. Feb 8th & Mon. Feb 10th)

Virtual survey advertised and open

(Feb 8th – Feb 28th)

March 2025

Local business-focused webinar with Charles River Chamber of Commerce

April 2025

Virtual public webinar events (Thurs. Apr 3rd and Sat. April 5th)

May 2025

Select Board meeting

Feedback from Engagement to Date

2024 Harvest Fair Pop-Up

09.24

- Community Requested Additions and/or Improvements

  (Green spaces, EV Charging, Bike Racks, Water Feature, Pay-By-Phone Parking, Protected Bike Lanes, Stopping Spaces)
- Big Picture Questions

  (Could Needham Center be a “date night” destination? Can Walkability be Improved? Extended Business Hours?)
- General Shared Observations and Call Outs

  (Contextual Design is Important to Community, Pedestrian Visibility Challenges Along GPA, Lighting Improvements?)

Feedback from Engagement to Date

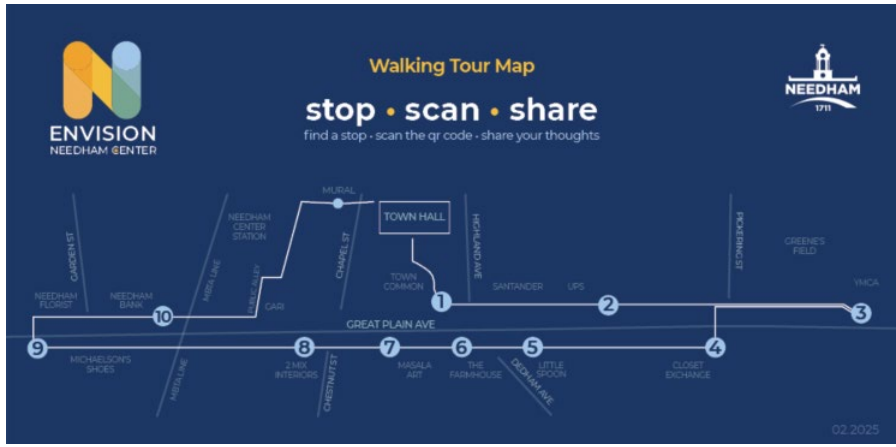
Open House & Guided Walking Tours

- Desire for a mixture of traditional and modern design elements and vernacular
- Enthusiasm regarding potential placemaking strategies (public art, gathering spaces)
- Pedestrian safety concerns (visibility, vehicle speeds, unpredictable driver behaviors)
- Frustration with bikers on sidewalks and leaving bikes within pedestrian path
- Observations of infrastructure deficiencies (sidewalk conditions, sidewalk incline)
- Wayfinding & Public Parking (public parking lots are not easily identified and signage is unclear)

Feedback from Engagement to Date

Virtual Engagement Events

02.25 - 04.25



- Virtual Survey – Public Observations and Shares Within Project Limits 02.08.25 – 02.28.25
- Charles River Chamber of Commerce (CRCC) Webinar – Local Businesses 03.13.25
- Public Informational Webinars - Public Virtual Engagement 04.03.25 – 04.05.25

Feedback from Engagement to Date

Virtual Survey

- 11 total stops throughout project limits
- Each stop featured a board w/QR code to survey
- Multiple questions per stop
- Open comment options throughout survey
- Comment topics:
  - Call for outdoor seating/dining/event space(s)
  - Safety concerns (vehicle speeds, long crossings, lack of pedestrian and cyclist visibility)
  - Parking
  - Business diversity & hours of operation
  - Sidewalks (wider and better conditions)
  - Beautification & landscape elements
  - Better bike infrastructure
  - Call for gathering & stopping spaces

What would it take to make Needham Center an engaging destination for you?

"Plant lots of shade trees along the streets in downtown and on the common to make a cool, attractive, welcoming space"

"More **green space, public spaces to gather, more diverse businesses**"

"Trees, grass and nature elements are critical to draw people; the center currently feels a little barren"

"Needham Center is engaging, but it could be a lot better. It's **not a very relaxing place when traffic is heavy**. At other times it's quite nice to walk around. That said, a lot of the sidewalks are narrow and kind of sterile"

"More pedestrian and bike friendly with wider sidewalks and **outdoor cafes and less car centric**"

"More upscale restaurants w/ **outdoor dining options**. More greenery, planters with flowers, upgrade building facades.. [and] Outdoor seating"

"More businesses and restaurants that serve the needs of the community. The empty storefronts make it less of a destination."

"Get rid of the four-lane race way. Instead use the space to **allow shops to take up street or sidewalk space**. More free parking and slower throughput of traffic."

Feedback from Engagement to Date

CRRC Webinar

- Webinar Hosted by Charles River Regional Chamber
- Informational and participatory

Recap of Feedback from Outreach Events to Date

CRRC Webinar

- Questions: Decision Making Structure
  - Clarified roles and impact of Public Works and Town Staff, Envision Needham Center Working Group, Select Board, Needham Community, and Design Team
- Clarity: Demonstration project
  - Questions regarding demonstration project evaluation
  - Funding and grants
- Considerations: Full-build project and construction impacts
  - Request to make certain businesses remain open and accessible during construction
  - Desire to have an on-site foreman for daily support and communication
  - Shared Opinion: “Chicken and egg – more people will give businesses confidence to move to Needham; more attractive businesses will encourage more foot traffic”

Feedback from Engagement to Date

Public Information Webinars

What is one result you would love to see come out of this project?

42 responses

April 3rd Polling Results

35 responses

April 5th Polling Results

Feedback from Engagement to Date

Public Information Webinars

- Question & Comment Topics:
  - Designing for the aging and disabled community
  - Pilot demonstration process & timing
  - Traffic analysis & diversion patterns
  - Impact of train on Needham Center (noise and congestion)
  - Traffic congestion & bottlenecks
  - What are the sustainability aspects of the project?
  - Parking access & wayfinding

Key Questions & Comments

"Glad you are doing a pilot. Hopefully this will include roadway signs. Summer traffic seems to be less. Will the pilot extend to the Fall when people are back from vacation and school is open?"

"Have you or will you study what traffic effects may be on the area surrounding the GP corridor?"

"Are you looking at the impact of the train on traffic flow through Needham Center?"

"Will you be addressing the current pitch on the north side of Great Plain sidewalk between Pickering and Highland? Right now it is dangerous and difficult for those with mobility issues."

"Regarding utilities: No telephone poles in the immediate center - is this infrastructure buried? If so could the entire zone eliminate telephone poles? Can street lights be made the same?

Is there a way to deter or disallow vehicular traffic from diverting to residential streets? (summarized)

Has there been consideration of adding perimeter parking, to encourage pedestrian use of the Center's shops and businesses? (summarized)

Proposed Design

Concept Overview

Design Challenges

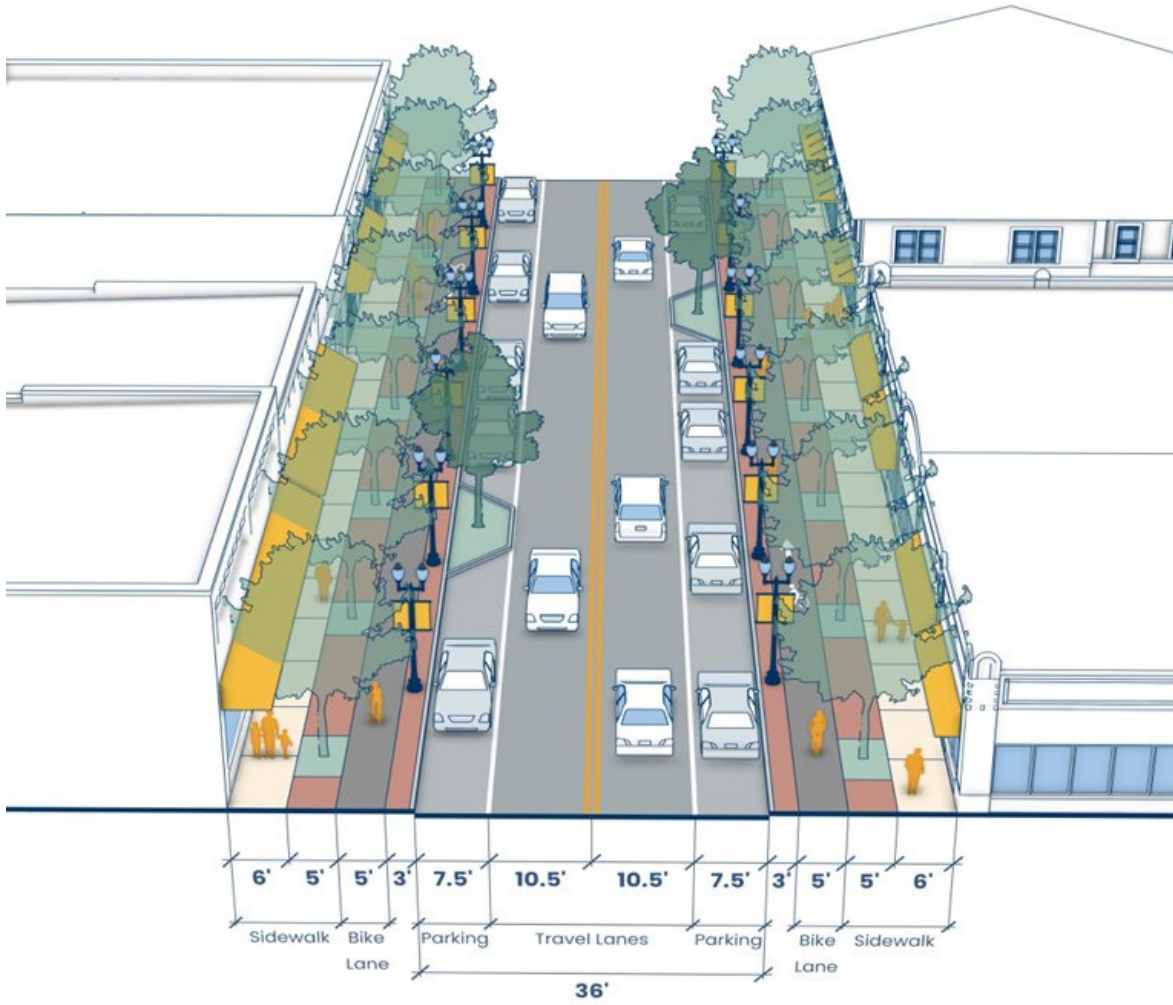
- Inconsistent right-of-way width with pinch points
- Short length of blocks within project area
  - Complicates inclusion of turn lanes
- At-grade railroad crossing
- Lack of existing vegetation and space for trees
- Skewed geometry of Dedham Ave/Highland Ave intersection

Proposed Design – Initial Alternatives

Alternative 1

- Key Elements
  - Parking retained on both sides of GPA
    - ~103 proposed parking spaces within project limits (103 existing)
  - 3’ buffer between parking & Bike lane
  - 5’ amenity zone provided between bike lane & sidewalk

- Findings & Feedback
  - Positive:
    - Clear separation between bike lane & sidewalk
    - No (or minimal) reduction in on-street parking within project limits
  - Negative:
    - **Sidewalk width narrower or same as existing condition in many locations**
    - Limited flex space for businesses
    - 3’ + 5’ buffers lead to inefficient use of space



Proposed Design – Initial Alternatives

Alternative 2

- Key Elements
  - Parking retained on one side of GPA
    - ~65 proposed parking spaces within project limits (103 existing)
  - 5’ amenity zone provided between bike lane & sidewalk

- Findings & Feedback
  - Positive:
    - Wider sidewalks & more flex space
    - Additional opportunities for rain gardens
    - Clear separation between bike lane & sidewalk
  - Negative:
    - Long stretches of no parking on one side of GPA
    - 3’ + 5’ buffers lead to inefficient use of space
    - **~40% decrease in on-street parking**

Proposed Design

Initial Feedback

Feedback	Design Translation
• Parking	More in-depth look at tradeoffs; review of off-street alternatives
• Deliveries	Curb Management (Loading zones, limited time spaces, etc.)
• Traffic Congestion	Assessments will be ongoing through pilot
• Flexibility in Design	Simplified cross-section

Refined Concept

- Updates to design approach:
  - Narrowed buffer between bike lane & pedestrian zone
  - Bulk of street trees relocated between travel lane & bike lane
  - Staggered spacing of trees/landscape elements & on-street parking
  - More flexible use of pedestrian zone & location of amenities

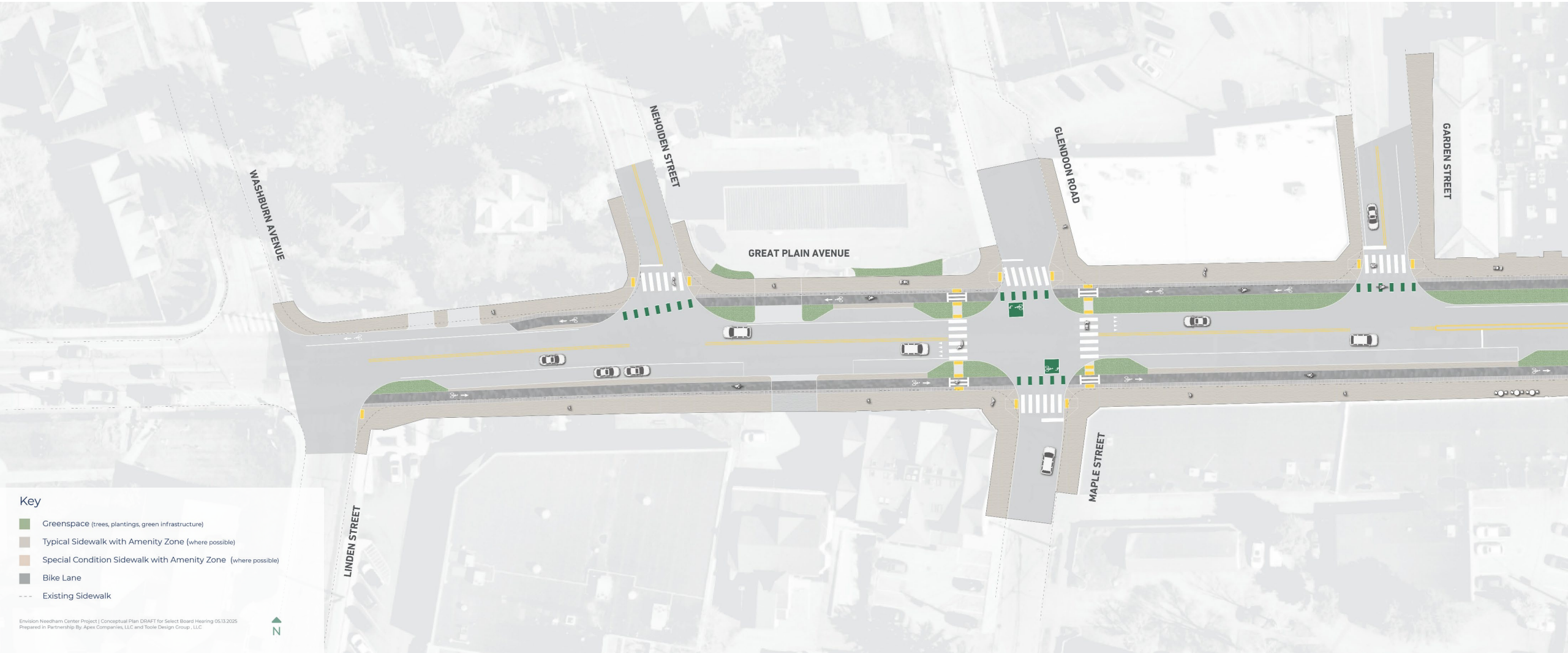
- Advantages:
  - Staggered parking & street trees act as gateway treatment & traffic calming measure
  - Narrower buffer allows for wider sidewalks & more on-street parking
  - Primarily locating trees between travel lanes & bike lane fosters more flexible use of pedestrian zone and helps block glare from the sun
  - Retained most parking + PROWAG spaces (~90)

- Core concepts retained:
  - Wider sidewalk & dedicated infrastructure for each mode
  - New & expanded space for community amenities & gathering opportunities
  - Updated intersections and mid-block crossings to encourage slower speeds, increase visibility of pedestrians, shorten crossing distances, & improve safety for all modes
  - Increased resiliency through removal of impervious surface & addition of space for green infrastructure

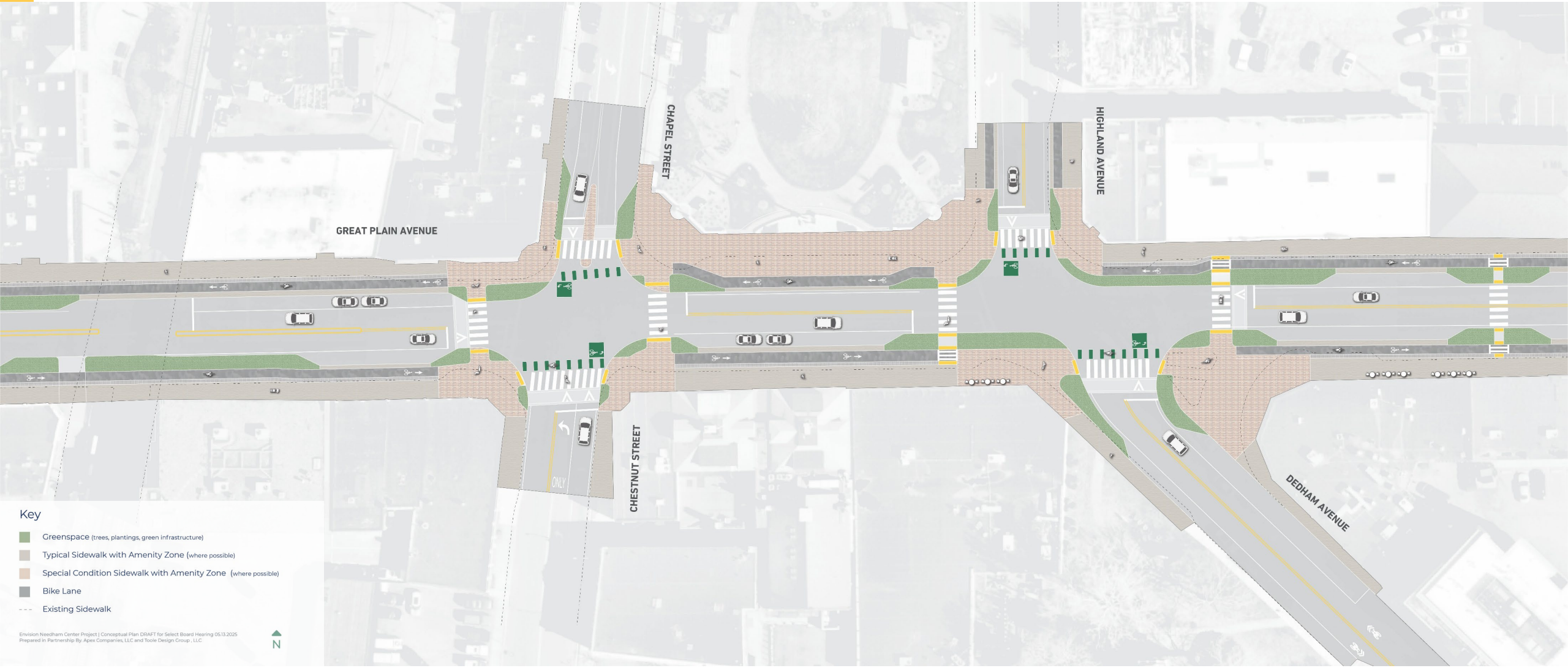
Concept Comparisons

Design Component	Alternative 1 March 2025	Alternative 2 March 2025	Refined Concept May 2025
Wider Sidewalks (compared to existing)	✗	✓	✓
Separation Between Travel Modes	✓	✓	✓
Bike Lanes	✓	✓	✓
Parking Counts	~ 103 (equivalent to unadjusted existing)	~ 65 (significant reduction)	~ 90 (slight reduction)
Key Takeaways	• Sidewalk width narrower or same as existing condition in many locations • No reduction in on-street parking • Limited flex space for businesses	• Increased sidewalk widths • Ample green space • Drastic parking reduction	• Increased sidewalk widths • Green space and gathering additions • Limited parking loss + addition of PROWAG spaces

Refined Concept



Refined Concept



Refined Concept

Conceptual Plan: New Potential Gathering Space
at the Corner of Dedham Ave. and Great Plain Ave.

Conceptual Rendering: View Looking West Towards Highland Ave. (right) and Dedham Ave. (left)

Conceptual Rendering: View Looking East Towards Glendoon Rd.

Conceptual Rendering: View Looking East
at Intersection of Great Plain Ave. and Glendoon Rd./Maple St.

Conceptual Rendering: View Looking North Towards Highland Ave. at New Gathering Space at Corner of Great Plain Ave. and Dedham Ave.

Demonstration Project

Overview & Strategies

Demonstration Project

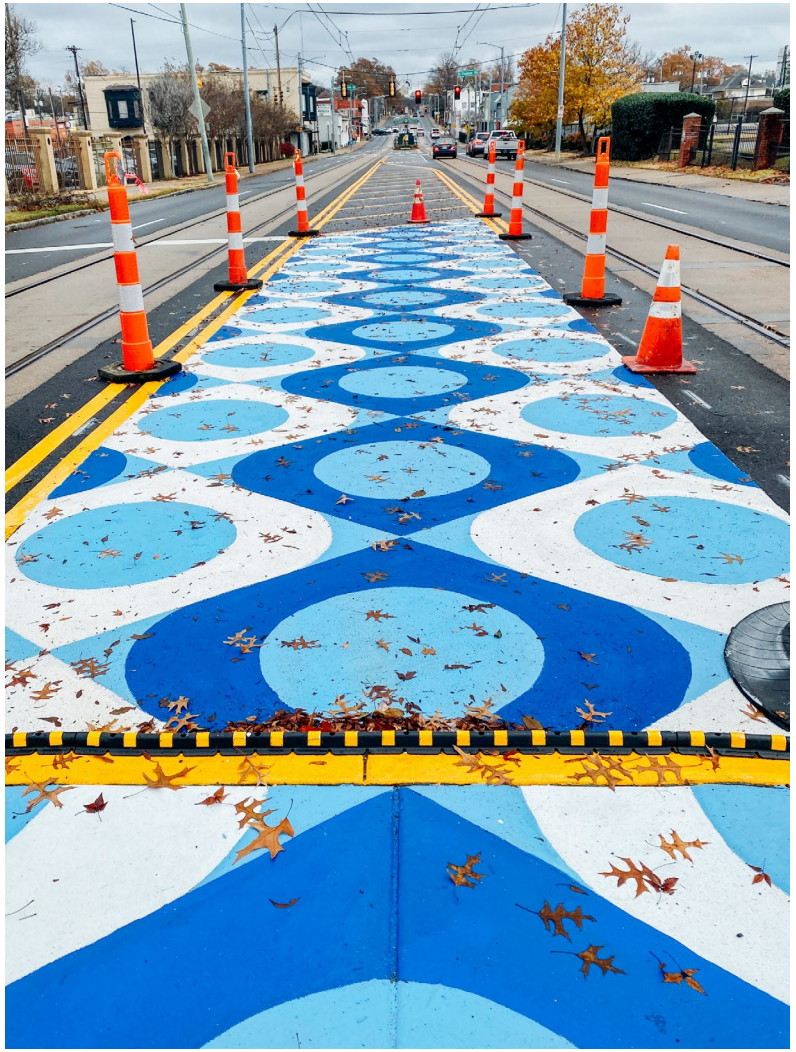
Overview

- Goals:
  - Enable community to realize project benefits & impacts
  - Inform regional MPO Safety Action Plan
  - Inform full-build design (e.g., driver behavior)

- Grant requirements:
  - Layout components:
    - Reduction in number of travel lanes
    - Protected bike lanes
  - 12-month minimum duration
  - Collection & evaluation of travel speed & safety data

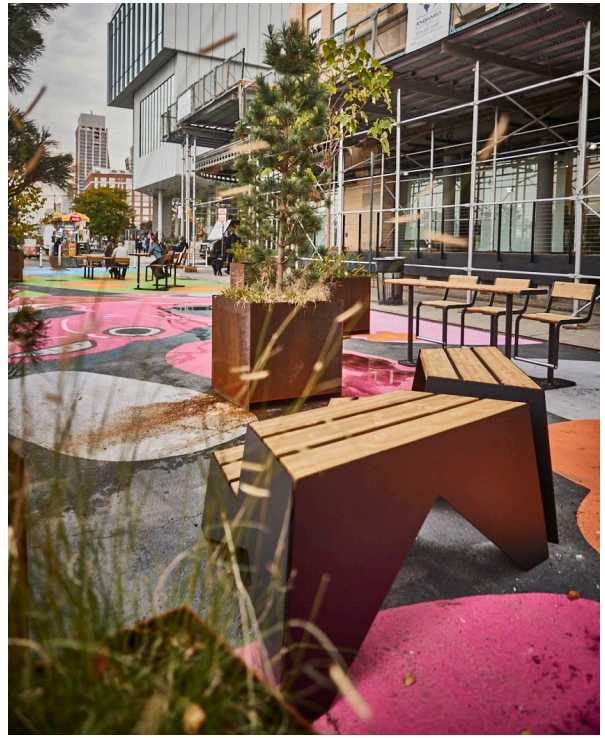
Demonstration Project

Strategies



Demonstration Project

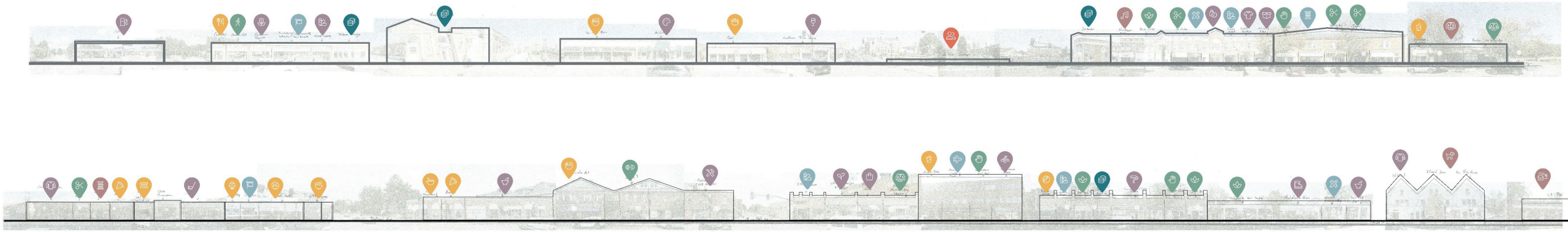
Strategies



Demonstration Project

Strategies

- Granular look at what will enhance the corridor most
  - Furniture and amenity placement based on business locations
  - Curb management opportunities



Public Gathering

Professional Services

Dining Establishment

Personal Care & Wellness

Retail Establishment

Financial Institution

Q&A

ENVISION
NEEDHAM CENTER

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Human Rights Committee Statement
Presenter(s)	Keith LaFace, Co-Chair, Needham Human Rights Committee

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

Co-Chair LaFace will present to the Board the Needham Human Rights Committee statement regarding their continued commitment to ensuring Needham is a place where people of all backgrounds can feel welcome, safe, and valued.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to formally endorse this statement and authorize the Human Rights Committee to distribute it to other boards and committees for their review and potential endorsement.

3.	**BACK UP INFORMATION ATTACHED**

a. Human Rights Committee Statement, issued March 25, 2025

NHRC

NEEDHAM
HUMAN RIGHTS
COMMITTEE
WWW.NEEDHAMMA.GOV/HRC

TEL: (781) 455-7500
FAX: (781) 449-4569

TOWN OF NEEDHAM • Town Hall • 1471 Highland Avenue • Needham, MA 02492-2669

Mar 25, 2025

The Needham Human Rights Committee stands firmly in support of diversity, equity, and inclusion—and against all forms of discrimination. Racism, classism, sexism, homophobia, transphobia, and any attempt to exclude or marginalize people have no place in Needham. Our community has always prided itself on being a place where people of all backgrounds can feel welcome, safe, and valued. That commitment must not waver.

Right now, many of our neighbors are feeling anxious, frustrated, and even fearful about what the future holds—especially members of the LGBTQIA+ community, who are facing increasing attacks on their rights and dignity. We want you to know: you are not alone. We hear you. We see you. And we stand with you. This is not about politics; it is about fundamental human rights. No one should ever be made to feel less than, unwelcome, or silenced because of who they are.

We commend our town leadership for remaining steadfast in their commitment to fairness and opportunity for all. While national policies may shift, our values as a community must remain strong. We will not be deterred in our mission to ensure that Needham remains a place where **everyone**—regardless of race, age, gender, sexual orientation, gender identity, religion, socioeconomic status, citizenship, disability or ability, or any other basis beyond individual merit, every person is treated with respect and dignity, free from unequal treatment or categorization.

But words alone are not enough. Ensuring an inclusive and just community requires action from each of us. We urge residents to be proactive—speak up when you witness discrimination, support local initiatives that promote equity, and engage in conversations that foster understanding. Real change happens when we move beyond statements and commit to making inclusion a daily practice.

Since its inception in 1995, the Needham Human Rights Committee has existed to support our community, serving as a foundation for advocacy and engagement. We encourage residents to connect with us. At the beginning of every meeting—whether in person or via Zoom—we hold a public comment period where anyone can speak. We also welcome emails at **needham.hrc@gmail.com** for those who prefer to share their thoughts privately or have their concerns added to the public record. Your voice matters, and we are here to ensure it is heard.

Now is the time to stand together. Hate, discrimination, and exclusion cannot and will not be tolerated in Needham. Our town must continue to be a place where inclusion isn't just an initiative—it's a shared responsibility.

Together, we move forward. Together, we speak up. Together, we reaffirm that Needham is for everyone.

The Needham Human Rights Committee

Tina Burgos
Greg Dunn
Cynthia Ganung
Jennifer Howard
Kerry Hurwitch
Keith LaFace
Gemma Nauyokas
Albert Schram
Marlene Schultz
Marie Shapiro
Lulu Wang

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Transfer Equipment to Norfolk County
Presenter(s)	Katie King, Deputy Town Manager David Davison, Deputy Town Manager/Director of Finance

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

The Town has an oil tank prover trailer (also referred to as proofer) which used to be brought to commercial establishments that sold oil by the Weights and Measures Official who would pump a specific amount of oil into the proofer so that person could then verify that the amount shown on the truck's dispensing meter is accurate. The oil was then pumped back into the truck and the dispensing meter is sealed. The Town no longer has use for the trailer and seeks to transfer it to the County. Norfolk County provides the required weights and measures services to Needham businesses on behalf of the Town of Needham. The County would accept the transfer of the trailer and equipment from the Town.

2.	**VOTE REQUIRED BY SELECT BOARD**

Proposed Motion: Move that the Board authorizes the Town Manager to transfer ownership of the weights and measures red light duty trailer with Proofer to Norfolk County for no fee.

3.	**BACK UP INFORMATION ATTACHED**

a. Photograph

TOWN OF NEEDHAM
DEPARTMENT OF WEIGHTS & MEASURES
MASSACHUSETTS
M16 380
OFFICIAL

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

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: 5/13/2025

Agenda Item	Town Manager Appointment
Presenter(s)	Board Discussion

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

At its meeting on April 1, 2025 the Select Board voted to appoint Katie King as Town Manager subject to successful negotiation of an employment contract and further voted to appoint the Chair and Vice Chair as a subcommittee to conduct contract negotiations with the successful candidate. It was agreed that the Chair and Vice Chair for the negotiations subcommittee would be Mr. Keane and Ms. Frail. The subcommittee, with the assistance of Town Counsel, has completed its work and recommends that the Board vote to approve and sign an employment agreement between the Town of Needham and the Town Manager – Katie King, effective July 5, 2025.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to approve and sign the employment agreement between the Town of Needham and the Town Manager – Katie King, effective July 5, 2025.

3.	**BACK UP INFORMATION ATTACHED**

a. Employment Agreement

EMPLOYMENT AGREEMENT

between
Town of Needham
and
Town Manager

THIS AGREEMENT, pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, made and entered into this ___ day of _____ 2025, by and between the Town of Needham, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town," acting by and through its Select Board, hereinafter called the "Board", and Kathleen King, hereinafter called the "Town Manager", as follows:

WITNESSETH:

Whereas, the Town desires to appoint Kathleen King as Town Manager of the Town of Needham to be effective July 5, 2025; and,

Whereas, the Town Manager is the Chief Executive Officer and Chief Financial Officer of the Town; and,

Whereas, the Board, under Chapter 41, Section 108N of the Massachusetts General Laws, may contract with the Town Manager regarding her salary, benefits, and severance pay; and,

Whereas, it is the desire of the Board to have a written contract which will establish the benefits, terms, conditions, and obligations of employment for the Town Manager; and,

Whereas, it is the desire of the Board to retain the services of the Town Manager and to provide inducement for her to remain in such Office; and,

Whereas, Kathleen King agrees to accept the Office of Town Manager of said Town.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Duties

1.1 The Town hereby agrees to appoint Kathleen King as Town Manager of said Town to perform the functions and duties specified in the Town Charter, and to perform other legally permissible and proper duties and functions as the Board shall from time to time assign.

1.2 The Town Manager shall supervise, direct and be responsible for the efficient administration of all functions under her control as authorized by Town Charter.

Section 2. Term

2.1 The Town Manager's term of office shall be from July 5, 2025 through June 30, 2028.

2.2 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of the Town Manager in accordance with the Town Charter, subject only to the provisions set forth in Section 4 of this Agreement.

2.3 Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Manager to resign at any time from her position with the Town, subject only to the provisions set forth in Section 4.5 of this Agreement.

2.4 In the event that written notice of their intent whether or not to renew is not given by either party to the other one hundred and eighty (180) days prior to the termination date as herein above provided, this Agreement shall be extended on the same terms and conditions as herein provided, for an additional period of one year. Said Agreement shall continue thereafter for one year periods unless either party hereto gives one hundred eighty (180) days written notice to the other party that the party does not wish to extend this Agreement for an additional one year term.

Section 3. Suspension

3.1 The Town may suspend the Town Manager for just cause, without pay and benefits, at any time during the term of this Agreement by the affirmative vote of a majority of the Board, but only after a hearing, and provided further, that the Town Manager shall have been given written notice at least twenty (20) days prior to such hearing, setting forth in detail the particulars of any just cause alleged to exist against her and the name of the party alleging the charges, if any. Just cause as used in this Agreement shall mean failure to carry out, through malfeasance, misfeasance, or nonfeasance, the responsibilities of the Office of Town Manager, the commission of a crime, or the violation of any Federal or State criminal or ethical law.

3.2 The Town may place the Town Manager on Administrative Leave without having first established just cause, but with pay and benefits, at any time during the term of this Agreement by the affirmative vote of a majority of the Board, but only provided that the Board is at that time investigating the Town Manager for some alleged act, conduct or omission and provided further, that this "paid" Administrative Leave cannot be longer than sixty (60) days, absent notice to the Town Manager of the reason for additional leave. The parties may jointly agree to paid administrative leave for some reason other than as specified herein.

3.3 Nothing contained in these Sections with respect to suspension or administrative leave shall be construed to violate any provision of the United States Fair Labor Standards Act or invalidate the exempt status of the Office of Town Manager, and if necessary, this language shall be reformed such that no such violation or invalidation will occur or result.

Section 4. Termination and Severance Pay

4.1 The Town may terminate the services of the Town Manager before the expiration of the aforesaid term of employment, with or without just cause, by an affirmative vote of a majority of the Board in accordance with Section 20A (c) of the Town Charter, but only after a hearing, and provided further, that the Town Manager shall have been given written notice, adopted by a majority of the Board, at least twenty (20) days prior to such hearing, setting forth in detail the particulars of any just cause alleged to exist against her and the name(s) of the party(ies) alleging the charges, if any. The Board shall, at the conclusion of that hearing or at its next meeting, vote on said termination.

4.2 In the event that the Town Manager is terminated by the Board, without just cause, as defined in Section 3.1 before expiration of the aforesaid term of employment and during such time that the Town Manager is willing and able to perform her duties under this Agreement, then in that event, the Town agrees to provide two (2) months termination notice and to pay the Town Manager a lump sum cash severance payment of nine (9) months' salary. If the Board has issued the requisite non-renewal notice as set forth in paragraph 2.4, the Town Manager will be paid the lump sum cash severance payment or her salary through the remainder of the term, whichever is less. .

4.3 The Board is obligated to make the payment of the severance sum, or payment of the balance of the contract provided the requisite notice has been given, as set forth in Section 4.2, unless the termination has been for just cause (failure to carry out, through malfeasance, misfeasance, or nonfeasance, the responsibilities of the office of Town Manager, the commission of a crime, and/or or the violation of any Federal or State criminal or ethical law or statute). In this circumstance, the Board, in its notice under Section 4.1 must itself call for a hearing and thereafter schedule and conduct same in accordance with Section 4.1. In the event that the Town Manager is terminated for just cause as voted by a majority of the Board, then the Town shall have no obligation to pay the aggregate severance sum designated in section 4.2.

4.4 The Town Manager may appeal any termination or suspension via participation of both parties in mediation.

4.5 In the event that the Town, at any time during the term of this Agreement, reduces the salary or other financial benefits of the Town Manager (except as provided in section 12), or eliminates the position of Town Manager, or in the event that the Town refuses, following written notice, to comply with any other provisions benefiting the Town Manager herein, or if the Town Manager resigns following a request by the Board that she resign, then, in those events, the Town Manager may notify the Board in writing within two (2) weeks of the occurrence of the event, that she be deemed to have been terminated on the date she gives notice of such reduction, refusal to comply, or resignation, and the severance pay as stated in Section 4.2 shall be applicable.

4.6 In the event that the Town Manager voluntarily resigns her position with the Town before expiration of the aforesaid term of her employment, then the Town Manager shall give the Town three (3) months notice in advance unless the parties otherwise agree. A copy of the

resignation shall be filed with the Town Clerk. During this three (3) month notice period, the Town Manager may not take vacation leave unless approved by the Chair of the Select Board. In the event that the Town Manager voluntarily resigns, without having been requested to do so by the Board, she shall not be eligible for severance benefits as set forth in Section 4.2, but will be eligible to be paid for accrued but unused vacation in accordance with the Town's Human Resources Policies.

4.7 This Section shall survive the termination of this Agreement.

Section 5. Compensation

5.1 The Town agrees to pay the Town Manager for services rendered under this Agreement a base salary, subject to applicable withholdings and deductions, as follows:

Effective Date	Increase	Salary
Effective July 5, 2025		$238,000
Effective July 1, 2026	3.0%	$245,140
Effective July 1, 2027	3.0%	$252,490

Salary shall be paid in installments at the same time as other employees of the Town are paid.

5.2 The Town Manager is eligible for reimbursement for out-of- pocket expenses for use of her personal vehicle such as parking and tolls.

5.3 The Town will provide the same disability, health and life insurance policies as it does to other non-union Town employees.

5.4 The Town will make an annual payment of 4% of base pay to the 401A deferred compensation plan offered by the Town and selected by the Town Manager for each year of the contract. The Town Manager shall notify the Town Accountant in writing of the deferred compensation plan in which the payment is to be made.

5.5 The Town will make a payment of $3,000 for each year of the contract, contingent upon the Town Manager achieving and maintaining International City/County Management Association (ICMA) Credentialed Manager status. The Town Manager will share with the Board the goals that she develops as part of attaining and maintaining her credentials.

Section 6. Hours of Work

6.1 The Town Manager will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the approval of the Board and in accordance with the Town Charter. It is recognized that the Town Manager must devote a great deal of time outside the normal office hours to the business of the Town, and to that end the Town Manager will be allowed to take reasonable compensatory time off as she shall deem appropriate during said normal office hours.

6.2 The Town Manager shall be a salaried officer of the Town.

6.3 The Town Manager may accept such speaking, writing, lecturing or other engagements of a professional nature as shall not interfere with her responsibilities to the Town of Needham.

Section 7. Authorized Leave

7.1 The Town's Human Resources Policies regarding vacation shall apply to the Town Manager. The Town Manager's existing vacation leave balance from her prior position as Deputy Town Manager shall be retained.

7.2 The Town's Human Resources Policies regarding bereavement leave, civic duty leave, and legal holidays shall apply to the Town Manager.

7.3 The Town Manager shall receive three (3) personal days per fiscal year during the term of this Agreement. These may not be accumulated from one year to the next.

7.4 The Town Manager shall be allowed one and one-quarter ($1^{1/4}$) day's sick leave for each month of service. Any portion of such leave not used in any year may be accumulated without limit. Personal and Family Health Leave provisions of the Town's Personnel Administration Plan shall be applicable to the Town Manager. The Town Manager's existing sick leave balance from her prior position as Deputy Town Manager shall be retained.

Section 8. Expenses

8.1 The Board hereby agrees to request in its budget sufficient funds for expenses of the Town Manager that can be used, at the discretion of the Town Manager, for out-of-state travel, professional development, educational expenses, professional and civic association dues, official meetings and customary office expenses as deemed necessary and desirable for her continued professional participation, growth, and advancement and for the good of the Town, as jointly agreed to by the Board and the Town Manager. Any expenses related to the Massachusetts Municipal Association and the International County/City Managers Association shall be deemed necessary and desirable. Expenses related to other events that exceed $500 shall be jointly agreed to by the Board and the Town Manager.

8.2 The Town Manager shall be reimbursed for any expenses incurred in the performance of her duties or as an official representative of the Town including attendance by her at civic or social events.

8.3 Any expenses that the Town Manager submits for such reimbursement must be accompanied by some written document, invoice, memo and/or evidence of payment supporting the reimbursement request.

Section 9. Performance Evaluations

9.1 The Board shall review and evaluate the Town Manager at least annually during this Agreement. The evaluation shall be in a format mutually agreeable to the Select Board and the Town Manager. This evaluation shall be based on goals and objectives developed jointly by the Board and Town Manager. Further, the Board may provide the Town Manager with a summary written statement of the findings of the Board and shall provide an adequate opportunity for the Town Manager to discuss her evaluation with the Board.

9.2 Annually, the Board, in conjunction with the Town Manager, shall define such goals and performance objectives which they deem necessary for the proper operation of the Town and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.

Section 10. Indemnification

10.1 The Town shall defend, save harmless and indemnify the Town Manager against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of her duties as Town Manager, even if said claim is brought/filed following her termination from employment, provided that at the time of the alleged act or omission the Town Manager was then acting within the scope of her approved duties. Under these circumstances only, the Town (and/or its insurer) shall pay the amount of any settlement or judgment rendered thereon, and further, the Town (and/or its insurer) may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon without recourse to the Town Manager.

10.2 In connection with those claims or suits involving the Town Manager in her professional capacity and covered under Section 10.1 above, the Town, at its sole option, shall either retain and pay for an attorney to represent the Town Manager (including all fees and costs) or reimburse the Town Manager for any reasonable attorneys' fees and costs incurred by the Town Manager in connection with same, providing the Town Manager submits proper invoices and evidence of payment of same.

10.3 This Section shall survive the termination of this Agreement.

Section 11. General Provisions

11.1 The text herein shall constitute the entire agreement between the parties with regard to the matters set forth herein. There are no other understandings or agreements, verbal or otherwise, in relation thereto, between the parties except as expressly set forth herein. This Employment Agreement may be amended or modified only by a written instrument executed by the parties hereto or by their successors and assigns.

11.2 All provisions of the laws of the Commonwealth of Massachusetts relating to retirement, health, insurance, and other fringe benefits shall apply to the Town Manager as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Town Manager, except as otherwise provided in this Agreement.

11.3 The provisions of the Town's Human Resource Policies shall apply in those instances not otherwise addressed by this Employment Agreement. This Agreement shall prevail over any conflicting personnel provisions of the Town By-laws or personnel policies.

11.4 This Agreement shall become effective at 12:00 a.m. on July 5, 2025.

11.5 If any provision, or any portion thereof, contained in this Agreement, is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

11.6 This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Manager.

11.7 For the purposes of the United States Fair Labor Standards Act, the Town Manager shall be considered an exempt employee.

11.8. This Employment Agreement is entered into in the Commonwealth of Massachusetts and shall be construed and interpreted in accordance with its laws.

11.9 This Employment Agreement is the result of negotiation and compromise by and among the parties and no party shall be prejudiced as having been the drafter of the Employment Agreement.

12. No Reduction in Benefits

12.1 The Town shall not at any time during the term of the Agreement reduce the salary, compensation, or other benefits of the Town Manager, except to the degree that such a reduction is across the board for all other general government employees of the Town.

13. Notices

13.1 Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TOWN: Chair of the Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02492

TOWN MANAGER: Kathleen King
[address on file]

IN WITNESS WHEROF, the Town of Needham, Massachusetts has caused this Agreement to be signed and executed in its behalf by its Select Board, and duly attested by its Town Clerk, and the Town Manager has signed and executed this Agreement, both in duplicate, on the day and year first above written.

TOWN MANAGER

_____
Kathleen King

_____
Date:_____

SELECT BOARD

_____
Heidi Frail, Chair

_____
Catherine Reid Dowd, Vice Chair

Attested:
Town Clerk: _____

_____
Joshua Levy, Clerk

Date: _____

Approved as to Legal Form:

_____
Marianne Cooley

Town Counsel: _____

Date: _____

_____
Kevin Keane

Date: _____

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

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	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 5/13/2025

Agenda Item	Executive Session
Presenter(s)	

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

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).

2.	**VOTE REQUIRED BY SELECT BOARD**

Move 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).

not to return to Open Session prior to adjournment.

3.	**BACK UP INFORMATION ATTACHED**

None

Town of Needham
Select Board
Regular Meeting
Minutes for Tuesday, April 15, 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, Marianne Cooley, and Town Manager Kate Fitzpatrick. Katie King, Deputy Town Manager, and David Davison, Deputy Town Manager/Director of Finance, were also in attendance.

6:02 p.m. Public Comment Period: None at this time

6:02 p.m. Select Board Reorganization

Motion by Mr. Keane to nominate Heidi Frail as Chair of the Select Board.
Second: Mr. Levy. Unanimously approved 5-0.

Motion by Ms. Frail to nominate Cathy Dowd as Vice Chair of the Select Board.
Second: Mr. Keane. Unanimously approved 5-0.

Motion by Ms. Frail to nominate Marianne Cooley as Clerk of the Select Board.

Second: Ms. Dowd.

Discussion:
Ms. Cooley stated that she is up for this position, but she does not plan to run again. She declined the nomination and instead put forth Mr. Levy.

Motion by Ms. Cooley to nominate Josh Levy as Clerk of the Select Board.
Second: Ms. Frail. Unanimously approved 5-0.

Motion by Ms. Dowd to adopt the Select Board Meeting Schedule, as listed.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Ms. Frail to nominate Miles Tucker as Committee Secretary for the Select Board.
Second: Ms. Dowd. Unanimously approved 5-0.

Motion by Ms. Cooley to nominate Susan Metropol as Recording Secretary for the Select Board.
Second: Ms. Dowd. Unanimously approved 5-0.

The Board recognized Mr. Keane for his service as Chair of the Select Board.

6:13 p.m. Appointment Calendar and Consent Agenda

Motion by Mr. Keane to approve the Consent Agenda.
Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Ms. Cooley to approve the Appointment Calendar.
Second: Mr. Keane. Unanimously approved 5-0.

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. (Subcommittee minutes to removed – to be adopted by Subcommittee)
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, 62, and 52 Rybury Hillway	5/31/2025	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

6:14 p.m. Town Manager

• Town Manager Report

- Regarding the Emergency Nonessential Outdoor Water Use restriction, Ms. Fitzpatrick explained that, on April 8th, the Drought Management Task Force recommended placing the southeast region in a Level 1 drought category. Therefore, she declared the emergency and began notifying the public about the impacts, of which the Board previously voted several exemptions to. The Town's website will continue to provide information and education. The emergency is declared until the Drought Management Task Force removes the area from its Level 1 status.

- Ms. Fitzpatrick stated that on May 3rd from 5pm-8pm there will be an all-ages dance party, Spring Fling, at Greene's Field.

- Ms. Fitzpatrick stated that staff has heard feedback from residents and businesses regarding the Envision Needham Center project and is working to organize early morning and evening meetings for businesses in early May. A public hearing is recommended on May 13th with the Board in order to further inform the public.

6:15 p.m. Public Hearing: Eversource Grant of Location – 124 Edgewater Drive

• Joanne Callender, Eversource Energy

Ms. Callender explained that Eversource is seeking a Grant of Location to install approximately 44' of conduit into Edgewater Drive to provide new service to a home at 124 Edgewater Drive.

There was no public comment.

Motion by Ms. Cooley that the Select Board approve and sign a petition from Eversource Energy to install approximately forty-four feet of conduit in Edgewater Drive.
Second: Ms. Dowd. Unanimously approved 5-0.

6:20 p.m. Public Hearing: Eversource Grant of Location – 1266 South Street
- Joanne Callender, Eversource Energy

Ms. Callender explained that Eversource is seeking a Grant of Location to install approximately 24' of conduit into South Street to provide underground service for a new home at 1266 South Street.

There was no public comment .

Motion by Ms. Dowd that the Select Board approve and sign a petition from Eversource Energy to install approximately twenty-four feet of conduit in South Street.
Second: Ms. Cooley. Unanimously approved 5-0.

6:23 p.m. Board Discussion
- Committee Reports

Ms. Cooley reported on the Large House Committee. There is broad agreement that the goal of the Committee is to understand the mass of a building and there has been discussion on what this should include. The Committee previously met with the Wellesley Planning Board chair. The Committee's process will likely be long with multiple opportunities for the public to weigh in. There is no proposal yet.

6:28 p.m. Flood Plain Zoning Warrant Articles
- Planning Board
- Lee Newman, Director of Planning and Community Development

Lee Newman, Director of Planning and Community Development, along with members of the Planning Board, explained that there are two proposed Zoning Articles for Special Town Meeting which are required in order for the Town to maintain its compliance under FEMA and to ensure that residents have access to flood insurance. FEMA recently released updated maps, and Needham is one of the communities that has been updated. The Town is required to recognize these updated maps and reflect them in its zoning framework. The first Article recognizes the maps and revises some of the regulations within the Floodplain

District to meet current requirements. DCR, FEMA's representative, has reviewed the draft zoning and assured that it is compliant as presented. The maps will be accepted in July 2025. The second Article is a map change to reflect the new elevations on the Town Zoning maps.

Tom Ryder, Town Engineer, explained that the map changes are very small throughout Town. He concurs with the changes.

Ms. Dowd asked if these items need to be adopted in order for homeowners in Town to purchase flood insurance. Ms. Newman agreed that this is correct.

Mr. Levy asked if homeowners were notified regarding these changes. Ms. Newman stated that notification has been similar to zoning notifications in general, including publishing in the paper. Ms. Fitzpatrick stated that all homes within the floodplain will be personally notified. Mr. Ryder stated that staff is creating letters to be sent to these properties.

6:37 p.m. Police Department Annual Report

- John Schlittler, Chief of Police
- Chris Baker, Deputy Police Chief
- Kelsey Cournoyer, Crime Analyst

Police Chief Schlittler reviewed the Police Department's Annual Report.

Ms. Dowd noted that many of the counterfeiting and forgery concerns are still mailbox phishing. Chief Schlittler stated that the Department recommends mailing checks or other money items only at the Post Office. These types of theft crimes tend to be sporadic from year-to-year. It is recommended that people lock their vehicles.

Ms. Dowd noted that there was no overdose deaths reported in Town. Chief Schlittler stated that this likely is partly due to education, including around Narcan and its use.

Ms. Dowd asked about domestic violence calls and the process after these calls. Chief Schlittler stated that the Community Outreach Team completes follow-ups to discuss resources after these calls.

Mr. Levy noted that arrests to date this year have been higher than normal. Chief Schlittler stated that there seems to be an uptick in hostility and aggressiveness.

The Board congratulated Chief Schlittler and the Department for its MPAC accreditation.

Regarding immigration, Chief Schlittler stated that there has been a decision in Massachusetts that outlines what the Department can do in terms of civil detainers.

The Department cannot enforce federal law. It is important for the Department to keep communication with immigration authorities to make sure that the residents are safe and treated fairly. Those who are undocumented should not fear that the Department will enforce federal law.

7:11 p.m. Nuclear Disarmament Resolution Citizens Petition

- Joseph McCabe, Lead Petitioner

Joseph McCabe, petitioner, explained that this Article is meant as a follow-up action to an Article adopted by Needham Town Meeting in 2019. That Article called upon federal leaders to prioritize nuclear disarmament in national policy. The proposed article deals with specific requests that can be made and calls upon the United States to adopt the proposals described in the article.

Mr. Levy asked the impact of the proposal. Mr. McCabe stated that he believes people should be able to express their wishes in order to enact change. Ms. Frail suggested that this is also a way to be true to oneself.

7:35 p.m. Revolving Fund Warrant Article

- Hank Haff, Director of Building Design and Construction
- Gabby Queenan, Sustainability Manager

Hank Haff, Director of Building Design and Construction, and Gabby Queenan, Sustainability Manager, explained that the proposed Article would establish an Energy Efficiency and Clean Energy Capital Program Revolving Fund. The objective of the revolving fund is to allow the Town to use funds from three types of programs (state, federal, and utility programs) that are being received for completing qualifying guaranteed efficiency and clean energy capital projects, towards future clean energy and energy efficiency capital projects. If adopted, the language would be reviewed by the Attorney General's Office and then an annual spending limit would be established at Town Meeting. This would be effective July 1, 2026, for fiscal year 2027. This will help the Town to fund certain projects that come before it. Funding received from these projects currently goes into the General Fund. If these funds are available in a revolving fund, it will allow better efficiency in order to prepare for future projects.

David Davison, Director of Finance, explained that any revolving fund can be closed at the end of a fiscal year, with monies then being moved back to the General Fund. There is no cap for the fund, but Town Meeting determines how much can be expended in any one fiscal year. The Town receives energy rebates each year and these types of monies could go into the Revolving Fund.

Mr. Levy suggested leaving these monies in the General Fund, as a way to allow for Town Meeting to approve their use, and for additional flexibility. Ms. Cooley stated that there is flexibility in the Warrant Article to specify large credits to be

held for certain projects. This would allow for funds to be placed into either the General Fund or the revolving fund based on the project and the monies involved.

7:57 p.m. Town Manager

- Positions on Warrant Articles

Annual Town Meeting

	Motion to recommend adoption	**Second**	**Passed**	**Vote Breakdown**
Article 3	Levy	Dowd	5-0	Unanimous
Article 4	Defer action to next meeting			
Article 5	Defer action to next meeting			
Article 6	Cooley	Levy	5-0	Unanimous
Article 7	Cooley	Keane	5-0	Unanimous
Article 8	Cooley	Keane	5-0	Unanimous
Article 9	Keane	Dowd	5-0	Unanimous
Article 10	Keane	Dowd	5-0	Unanimous
Article 11	Cooley	Dowd	5-0	Unanimous
Article 12	Dowd	Keane	5-0	Unanimous
Article 13	Keane	Dowd	5-0	Unanimous
Article 14	Cooley	Levy	5-0	Unanimous
Article 15	Cooley	Levy	5-0	Unanimous
Article 16	Keane	Dowd	5-0	Unanimous
Article 17	Cooley	Keane	5-0	Unanimous
Article 18 Article 19	Cooley	Levy	5-0	Unanimous
Article 20	Keane	Dowd	5-0	Unanimous
Article 21	Keane	Dowd	5-0	Unanimous
Article 22	Defer action to next meeting			
Article 23	Levy	Dowd	5-0	Unanimous
Article 24	Keane	Dowd	5-0	Unanimous
Article 25	Keane	Dowd	5-0	Unanimous
Article 26	Dowd	Keane	5-0	Unanimous
Article 27	Keane	Cooley	5-0	Unanimous
Article 28	Levy	Dowd	5-0	Unanimous
Article 29	Keane	Dowd	5-0	Unanimous
Article 30	Keane	Levy	5-0	Unanimous
Article 31	Keane	Cooley	5-0	Unanimous
Article 32	Keane	Dowd	5-0	Unanimous
Article 33	Defer action to next meeting			
Article 34	Levy	Keane	5-0	Unanimous
Article 35	Dowd	Keane	5-0	Unanimous
Article 36	Keane	Dowd	5-0	Unanimous
Article 37	Cooley	Dowd	5-0	Unanimous

Article 38	Levy	Keane	5-0	Unanimous
Article 39	Cooley	Keane	5-0	Unanimous
Article 40	Dowd	Cooley	5-0	Unanimous
Article 41	Cooley	Dowd	5-0	Unanimous
Article 42	Dowd	Levy	5-0	Unanimous
Article 43	Keane	Dowd	5-0	Unanimous
Article 44	Keane	Cooley	5-0	Unanimous
Article 45	Defer action to next meeting			
Article 46	Defer action to next meeting			

The Board took a five minute recess.

Special Town Meeting

	Motion to recommend adoption	**Second**	**Passed**	**Vote Breakdown**
Article 1	Dowd	Keane	5-0	Unanimous
Article 2	Keane	Levy	5-0	Unanimous
Article 3	Cooley	Keane	5-0	Unanimous
Article 4	Cooley	Keane	5-0	Unanimous
Article 5	Dowd	Cooley	5-0	Unanimous
Article 6	Dowd	Cooley	5-0	Unanimous
Article 7	Dowd	Keane	5-0	Unanimous
Article 8	Cooley	Keane	5-0	Unanimous
Article 9	Cooley	Keane	5-0	Unanimous
Article 10	Defer action to next meeting			
Article 11	Dowd	Keane	3-2	Levy, Cooley Opposed
Article 12	Dowd	Keane	2-3	Frail, Levy, Cooley Opposed
Article 13	Cooley	Levy	5-0	Unanimous
Article 14	Cooley	Keane	5-0	Unanimous

9:00 p.m. Board Discussion

- Meeting Schedule (Updated Attachment)

There was agreement to meet jointly with the Park & Recreation Commission on June 23rd, tentatively at 7pm, regarding the off-leash dog area pilot.

Avery Newton, member of the Affordable Housing Trust Fund, confirmed via the chat feature on Zoom that she could attend the proposed May 6th, 6pm, meeting of the Trust Fund.

There was agreement to hold a goal setting workshop on July 26th from 9am-12pm.

• Committee Reports

Mr. Levy stated that the Stormwater Committee continues to meet. There will be a public listening session and presentation with the Select Board around that time. The regulations will likely be drafted over the summer in order to have a draft ready for October Town Meeting.

Mr. Keane stated that the Negotiations Subcommittee has been meeting in Executive Session. Also, the Envision Needham Center Working Group met on April 7th and will continue to have meetings.

Ms. Dowd stated that the number of Needham students going to Minuteman Regional Vocational High School has increased in the past five years. There are some concerns as the State may impose some regulations on their admissions process to make it more of a lottery.

Ms. Frail stated that she attended the Needham Diversity Initiative Stand Out and also attended an Interclub Service event, at which all six service clubs in Needham built birthday boxes for families. She acknowledged the election results and thanked everyone who participated. She wished Happy Passover and Easter to those who celebrate. She wished good luck to those participating in the Boston Marathon.

9:17 p.m. Adjourn

Motion by Ms. Cooley that the Select Board adjourn.
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 Select Board meeting is scheduled for Tuesday, April 22, 2025, at 6:00 p.m.

A video recording of the April 15, 2025 Select Board Meeting can be found at https://www.youtube.com/watch?v=c21j7xda9Hw or at https://www.needhamchannel.org/2025/04/needham-select-board-4-15-25/.

Town of Needham
Select Board
Regular Meeting
Minutes for Tuesday, April 22, 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 Heidi Frail. Those present were Vice Chair Cathy Dowd, Kevin Keane, Joshua Levy, Marianne Cooley, 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

Eileen Baker, owner of Proud Mary, stated that many property and business owners have been working together regarding the proposed Envision Needham Center project. She expressed concerns and opposition to the potential reduction of vehicles traffic lanes, reduction of parking, and addition of bike lanes and medians on both sides of Great Plain Avenue. She asked that the Board take additional feedback from local businesses and residents. She asked for a pause on this project and for representation from the small business community to be included in the planning process.

6:05 p.m. Arbor Day Proclamation

- Ed Olsen, Department of Public Works – Parks and Forestry Division Superintendent

Mr. Olsen reviewed the proposed Arbor Day events.

Ms. Dowd read the Proclamation into the record.

Motion by Ms. Dowd that the Board vote to approve and sign the 2025 Arbor Day Proclamation.
Second: Ms. Cooley. Unanimously approved 5-0.

6:10 p.m. Town Manager

- Envision Needham Center Working Group

Ms. King explained that the original composition of the Envision Needham Center Working Group included one designated seat for each of the following in Needham Center: a small business owner, a restaurant owner, and a property owner. The restaurant owner and property owner seats are vacant. This recommended amendment to the composition replaces each of these seats with a "Needham Center

Business Representative" in order to allow flexibility while ensuring the voices of key stakeholders are represented.

Mr. Levy asked about the role of the Committee, especially with a timeline for a pilot in July. Ms. Fitzpatrick stated that she sees the role as to provide advice to the DPW and its consultants on iterations of the Center design and to make recommendations to the Select Board moving forward. The Committee may also explore funding opportunities. Ms. Frail noted that the original timeline for the project can change.

Ms. Dowd stated that she is in favor of the proposal, as the intention is to find people that represent a variety of views, including those who are skeptical regarding the project.

Motion by Mr. Keane that the Board vote to approve the updated composition for the Envision Needham Center Working Group.
Second: Ms. Dowd. Unanimously approved 5-0.

- Debt Financing Outlook

Mr. Davison presented the debt financing outlook report. The report included numerous potential scenarios with a wide array of possibilities and various assumptions across the presented outlook. The capital projects in each scenario included:

- Completion of the Pollard School with an assumed approved debt exclusion vote
- Ongoing public work facilities improvements, with phased completion
- Sewer inflow and infiltration work detailed in the 2025 Annual Town Meeting warrant
- Completion of work to establish a quiet zone
- Projects included in the FY2026-2030 Capital Improvement plan
- The proposed replacement of the Mitchell School, with an assumed approved debt exclusion and Massachusetts School Building Authority (MSBA) partnership

The report provided a summary of the impact of financing all the identified projects under three different interest rate assumptions and three different revenue growth rate assumptions. Mr. Davison highlighted that the report is for planning purposes only and that actual projects and sequencing will differ from this analysis.

In reviewing the five-year capital plan outlook, all the projects that are currently being recommended as Tier 1, or high priority funding, could be recommended to be funded by debt. Staff created nine scenarios which apply debt service to the various projects. At other points in the past that the 10% threshold was exceeded, there have been conversations with various stakeholders, and this always involved an exclusion override.

Mr. Levy asked if there could be impacts to the operating budget based on the projected increase in debt. Mr. Davison stated that this could impact the ability to fund certain operations, depending on the specifics of the fiscal year and the ability in said potential year to cover operating needs from other sources.

Ms. Frail asked what the impact might be on the Town's ability to obtain lower interest rates. Mr. Davison stated that rating agencies like that the Town completes forecasting and proactively looks into the future. The agencies will look to see how the Town follows its policies.

Mr. Levy expressed concern regarding increasing the burden of taking on debt onto taxpayers. Mr. Davison stated that approval of these projects would be contingent on taxpayers voting to accept this higher burden

.

7:05 p.m. Appointment Calendar and Consent Agenda

Motion by Ms. Dowd to approve the Consent Agenda.
Second: Mr. Levy. Unanimously approved 5-0.

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.	Approve Open Session Minutes of April 7, 2025
2.	Approve the calendar year 2025 Spring Licenses as follows. This approval is predicated on the receipt of all required paperwork. (administrative correction) • BCars LLC – Taxi/Livery • GoGreenAirportExpress LLC – Taxi/Liver (added) • Needham Coin & Jewelry Buyers – Sale of Secondhand Articles • Crosby Jewelers – Sale of Secondhand Articles • Closet Exchange/Consignment Drop-Off – Sale of Secondhand Articles • Closet Exchange/Boutique – Sale of Secondhand Articles • 2nd Hand Rose of Needham – Sale of Secondhand Articles (added) • VFW Lt. Mason H. Carter Post 2498 – Pool Table • Needham Bowlaway LLC – Bowling (added)

7:06 p.m. Town Manager

- Positions on Warrant Articles

Annual Town Meeting

	Motion to withdraw	**Second**	**Passed**	**Vote Breakdown**
Article 4	Levy	Cooley	5-0	Unanimous
Article 5				Unanimous
	Motion to recommend adoption	**Second**	**Passed**	**Vote Breakdown**

Article 22	Dowd	Levy	5-0	Unanimous
Article 33	Cooley	Keane	5-0	Unanimous
Article 45	Withdrawn by Petitioners			
	Motion to take no position	**Second**	**Passed**	**Vote Breakdown**
Article 46	Dowd	Cooley	3-2	Levy, Keane Opposed

Special Town Meeting

	Motion to recommend adoption	**Second**	**Passed**
Article 10	Defer action to next meeting		

- Town Manager Report

Ms. Fitzpatrick stated that the Town Dance Party will take place on May 3rd from 4pm-8pm at Greene's Field.

- Committee Reports

Ms. Frail noted that she attended Lexington's 250th Event to rededicate its Battle Green.

7:40 p.m. Executive Session

- Exception 6: To Discuss the Purchase of Real Property

Motion by Mr. Keane that the Select Board enter into Executive Session pursuant to: Exception 6: To consider the purchase, exchange, lease, or value of real property if the Chair declares that an open meeting would be detrimental to the negotiating position of the Town;

[and the Chair so declared];

and not to return to Open Session prior to adjournment.

Second: Ms. Dowd. Unanimously approved by roll call: Keane – aye; Dowd – aye; Cooley – aye; Levy – aye; and Frail – 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 Select Board meeting is scheduled for Tuesday, May 13, 2025, at 6:00 p.m.

A video recording of the April 22, 2025 Select Board Special Meeting can be found at https://www.youtube.com/watch?v=7pj0XYZUnQQ or at https://www.needhamchannel.org/2025/04/needham-select-board-4-22-25/.

Town of Needham
Select Board
Subcommittee for Town Manager Negotiations
Meeting
Minutes for Monday, May 5, 2025

6:30 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. Town Manager Kate Fitzpatrick and Support Services Manager Myles Tucker were also present.

6:31 p.m. Minutes:
Ms. Frail made a motion to adopt the open session minutes of April 25, 2025. Mr. Keane seconded the motion which was passed unanimously.

Ms. Frail made a motion to adopt the executive session minutes of April 25, 2025. Mr. Keane seconded the motion which was passed unanimously.

6:31 p.m. Adjournment:
Ms. Frail made a motion to adjourn. Mr. Keane seconded the motion which was passed unanimously.

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

Town of Needham
Water Sewer Billing System
Abatement Form

FROM: DEPARTMENT OF PUBLIC WORKS
TO: TOWN TREASURER AND COLLECTOR
CC: TOWN ACCOUNTANT

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

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

Water Sales:		-$158.41
Water Irrigation:		$482.24
Final Fee		-$9.55
Sewer Sales:		-$1,798.89
Transfer Station Charges:		$0.00
	Total Abatement:	-$1,484.61

Order #: 1340
Read and Approved: Date

5-9-25

Director of Public Works, DPW

Date

For the Select Board

Town of Needham
Water Sewer Billing System
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Stormwater	Total	Reason Code	Prepared By:
Mark & Carol Oberle	40865	6272	15	Otis St	($11.70)	$9.82	($4.00)	$0.00	($5.88)	EC	KW
Kai Zhao	48797	2204	38	Rybury Hillway	($138.18)	($342.16)	($23.72)	$0.00	($504.06)	EC	KW
Andrew McSherry	1793	5874	39	Grant St	$83.34	($196.18)	$0.00	$0.00	($112.84)	EC	KW
Merrick Turner	13611	190	43	Intervale Rd	($263.74)	($704.16)	$430.08	$0.00	($537.82)	EC	KW
Adam & Laura Raff	43013	3922	52	Wilshire Pk	$65.69	($156.86)	$75.88	$0.00	($15.29)	EC	KW
Joseph Whte	48991	3842	568	South St	($15.00)	($12.00)	$0.00	$0.00	($27.00)	EC	KW
Joseph Whte	48991	3842	568	South St	($15.00)	($12.00)	$0.00	($9.55)	($36.55)	EC	KW
Steven Farineny	40255	4136	66	Coolidge Ave	$48.04	($65.04)	$0.00	$0.00	($17.00)	EC	KW
Robert Murphy	36743	16054	79	Blake St	$58.63	($86.72)	$0.00	$0.00	($28.09)	EC	KW
Caitlyn & David Hark	48581	7512	88	Lindbergh Ave	$29.51	($233.59)	$4.00	$0.00	($200.08)	EC	KW

Totals:	-$158.41	-$1,798.89	$482.24	-$9.55	-$1,484.61

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

Verified By:

Mangement Analyst, DPW