SELECT BOARD AGENDA
Regular Meeting
6:00 p.m. August 12, 2025

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

Originally Posted: August 8, 2025 at 9:40 AM
Revised: August 12, 2025 at 10:30 AM

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**	Proclamation: 2025 International Overdose Awareness Day
2.	**6:00**	Public Hearing: Eversource Grant of Location – 122 Birds Hill Avenue • Joanne Callendar, Eversource Energy
3.	**6:10**	Director of Public Works • Water and Sewer Abatement – Beth Israel Deaconess Hospital Needham (Added Supporting Document) • Intersection Layout Changes – Hoover Road/Tower Avenue/Paul Revere Road • Great Plain Ave (Harris Avenue to Dedham Town Line) Markings Improvements
4.	**6:30**	Stormwater Study • Phil Paradis, BETA Group • Thomas Ryder, Town Engineer
5.	**7:00**	Abatement of Ambulance Charges • David Davison, Deputy Town Manager/Director of Finance
6.	**7:10**	Town Manager • Call for and Open Special Town Meeting Warrant • Recycling and Transfer Station Hours • Town Manager Report
7.	**7:20**	Board Discussion • Select Board Goal Setting FY2026 – 2027 • Pollard Project (Added Item) • Committee Reports
8.	**7:45**	Executive Session • Exception 3: To discuss strategy with respect to collective bargaining with the Needham Police Union and the Police Superior Officers Association; and • Exception 6: To discuss the purchase, exchange, lease or value of real property – Stephen Palmer Building, 83 Pickering Street, Needham, MA.

APPOINTMENT CALENDAR

1.	Milee Pradhan	Design Review Board Term Exp: 6/30/2028

2.	Michael Marciello	Commission on Disabilities Term Exp: 6/30/2028
3.	Ruth Langsner	Water and Sewer Rate Structure Committee Term Exp: 6/30/2027
4.*	See Agenda Packet for Full List	Election Officers (Wardens, Clerks, Deputy Clerk, Inspectors, and Tellers) Term Exp: 8/31/2026

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of June 24, 2025
~~2.*~~	~~Approve Water & Sewer Abatements #1341 and #1348~~ (Removed Item)
3.	Approve a request from Sam Snekvik, Executive Operations Coordinator, Bikes Not Bombs to hold the road event "Bikes Not Bombs Century Challenge 2025" in Needham. The event is scheduled for Sunday, September 7, 2025 with a rain date of Sunday, September 14, 2025, starting at 7:20 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works.
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund: • $1,500 from Needham Public Library for Annual Banner Sponsorship
5.	Accept the following donation made to Needham's Aging Services Division: • $700 from Clifton F. Holbrook
6.	Accept the following donation made to Needham's Youth & Family Services: • $100 from Robert Wilson for the Crisis Support Donation Fund
7.	Accept the following donations made to Needham Public Health Division: • $1,000 from an anonymous donor for Needham's Traveling Meals program • $50 from Claire Blum for Needham's Flu Program

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Celia Carboni	42 Greenwood Ave	Greenwood Ave between Great Plain Ave & Powers St	7/26/25	3pm-11pm	7/27/25
Ulrike Gorgens	50 Rosemary Street	In front of 50 Rosemary Street	9/5/25	5:30pm-8:30pm	N/A
Nicole Foster	48 Mayflower Road	Mayflower Road between Great Plain Ave & Alden Rd	9/6/25	4pm-7pm	9/7/25
Paul Kaboub	57 Parkinson Street	Parkinson St between Manning St. & Webster St.	9/6/25	4pm-8pm	9/7/25
Amelia Lofaro	376 Warren Street	Lower Laurel Drive between 13 & 27 Laurel Drive	9/6/25	4:30-7:30pm	9/7/25
Frances Parpos	89 Glendale Road	Outside of 31 Glendale Rd	9/13/25	3pm-8pm	9/14/25
Tami Lightfoote	48 Elmwood Road	Elmwood Rd from Fuller Rd to Lancaster Rd	9/13/25	4pm-9pm	9/14/25
Kate Deeley	61 Kenney Street	Corner of Kenney Street & Barbara Road	9/20/25	3pm-12am	9/21/25

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	2025 International Overdose Awareness Day Proclamation
Presenter(s)	

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

The Board will read the 2025 International Overdose Awareness Day Proclamation, designating August 31st, 2025 as International Overdose Awareness Day in Needham.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to approve and sign the 2025 International Overdose Awareness Day Proclamation.

3.	**BACK UP INFORMATION ATTACHED**

a. 2025 International Overdose Awareness Day Proclamation

TOWN OF NEEDHAM
2025 INTERNATIONAL OVERDOSE AWARENESS DAY PROCLAMATION

WHEREAS: International Overdose Awareness Day aims to bring communities together to remember without stigma those who have died from overdose and acknowledge the grief of the family and friends left behind; and

WHEREAS: Observance of this day is an opportunity to raise awareness about the risk of overdose, promote discussion about prevention, and share information about support services; and

WHEREAS: Addiction is a disease that touches families in every community. The epidemic has claimed the lives of thousands of Massachusetts residents and affected countless other family members; and

WHEREAS: Those affected by overdose are our children, our parents, our siblings, and deserve our compassion and support; and

WHEREAS: The Town of Needham, Massachusetts does affirm and acknowledge the pain and hardship caused by drug overdose.

NOW THEREFORE, be it resolved that August 31st, 2025 be declared International Overdose Awareness Day in the Town of Needham.

Signed this twelfth day of August, 2025

_____

_____

_____

_____

_____

SELECT BOARD

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Public Hearing: Eversource Grant of Location – 122 Birds Hill Avenue
Presenter(s)	Joanne Callender, Eversource Representative

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

Eversource Energy requests permission to install approximately eleven feet of conduit in Morningside Road. The reason for this work is to provide service to 122 Birds Hill Avenue.

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 eleven feet of conduit in Morningside 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: 7/29/25 REVIEWER: R.W.W.

SITE LOCATION: #122 Birds Hill Ave. UTILITY REQUESTING: Eversource

Conduit Work Area Description

(A) Sidewalk/Grass Strip Crossing Only Peer Review tar 8/5/25

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 No
- ☑ New Riser on Pole No
- ☑ Visible Trench Patch across Road/Sidewalk No
- ☑ Abutters List Complete
- ☑ Photos Included

Department Head _____

COMMENTS:

This one looks good, No trenching, No riser on pole as of yet.

The application is complete pending a public hearing- tar 8/5/25

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

July 28, 2025

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Morningside Road
Needham, MA
W.O.# 21621011

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 11 feet of conduit in Morningside Road.

The reason for this work is to provide service to #122 Birds-Hill Avenue.

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:

Morningside Road - Northeasterly from pole 234/1, at the intersection of Morningside Road and Birds-Hill Avenue, install approximately 11 feet of conduit.

W.O.# 21621011

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 July 16, 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 July 16, 2025,** and filed herewith, under the following public way or ways of said Town:

Morningside Road - **Northeasterly from pole 234/1, at the intersection of Morningside Road and Birds-Hill Avenue, install approximately 11 feet of conduit.**

W.O.# 21621011

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

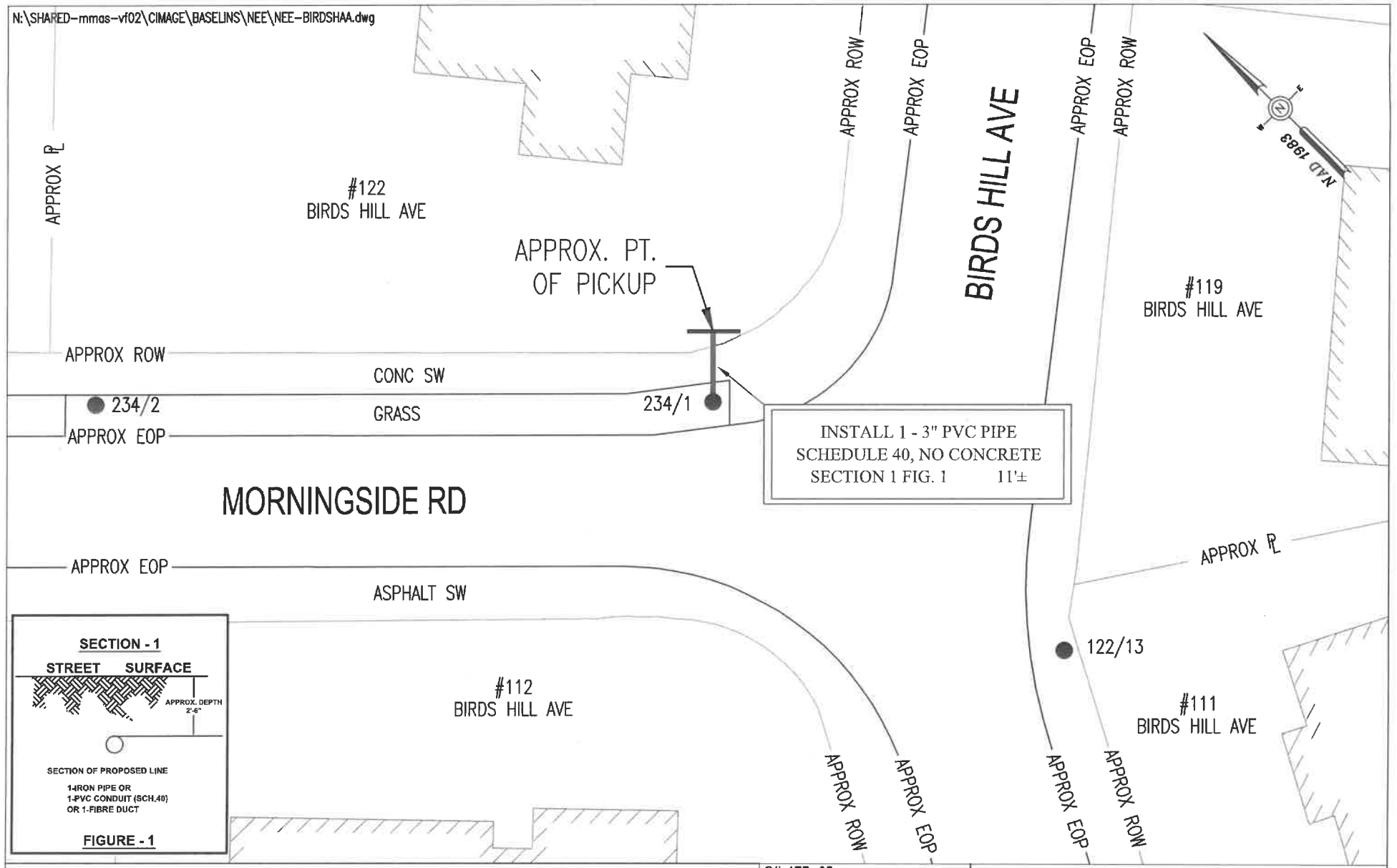
By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 28th day of July 2025

Town of **NEEDHAM** Massachusetts

Received and filed _____2025

_____



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

C# 173-25	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 21621011	*Plan of* BIRDS HILL AVENUE
Surveyed by: N/A	NEEDHAM
Research by: GR	Showing PROPOSED CONDUIT LOCATION
Plotted by: VT	
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date JULY 16, 2025
P#	SHEET 1 of 1

TOWN OF NEEDHAM MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel No. 199/021.0-0064-0000.0

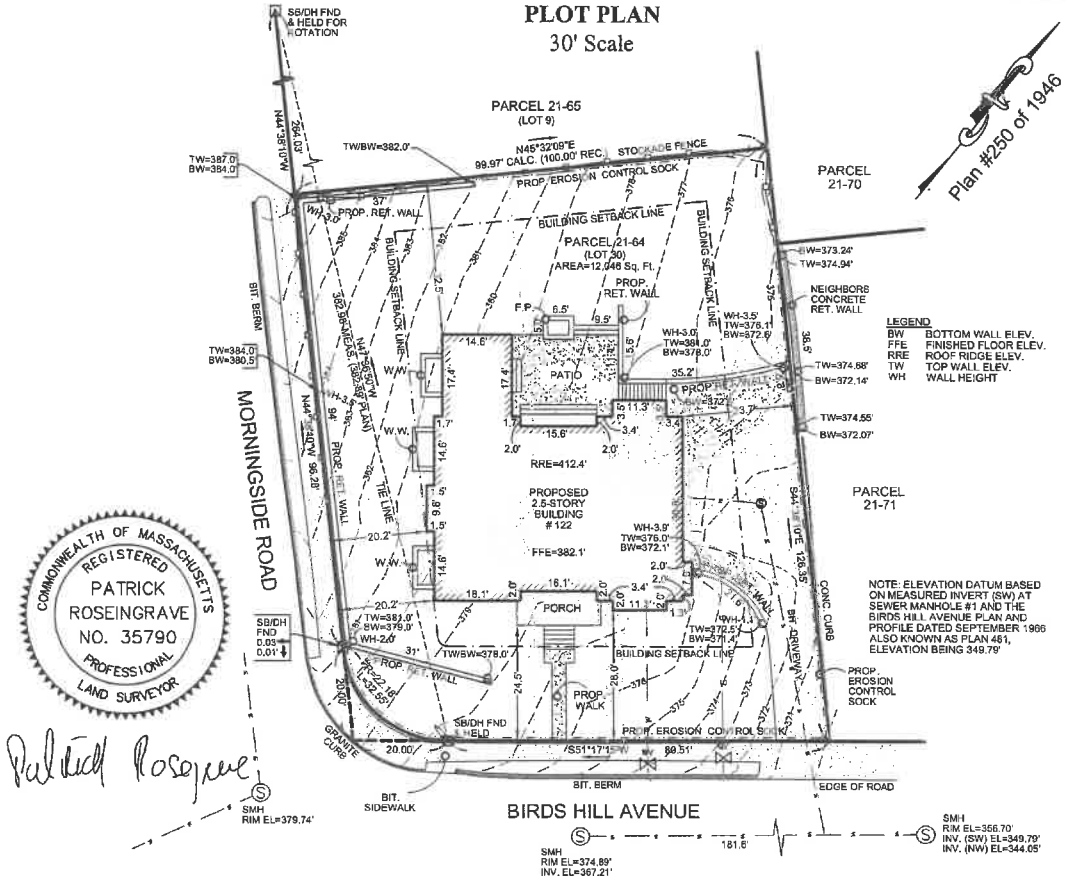
Building Permit No. _____ At No. 122 Birds Hill Ave.

Lot Area 12,046 Sq.Ft. Zoning District SRB

Owner Leonid Karan & Alexa Dias Builder _____

PLOT PLAN

30' Scale



Patrick Roseingrave

Note: Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions or proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners and street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.
(*Accessory structures may require a seperate building permit -- See Building Code)

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

The above is subscribed to and executed by me this 2nd day of December 20 24,

Name Patrick Roseingrave Registered Land Surveyor No. 35790

Address 10 Andrew Sq., Suite 201B City Boston State MA Zip 02127 Tel. No. 617-307-1123

Approved _____ Director of Public Works Date _____

Approved _____ Building Inspector Date _____

TOWN OF NEEDHAM MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel No. 199/021.0-0064-0000.0

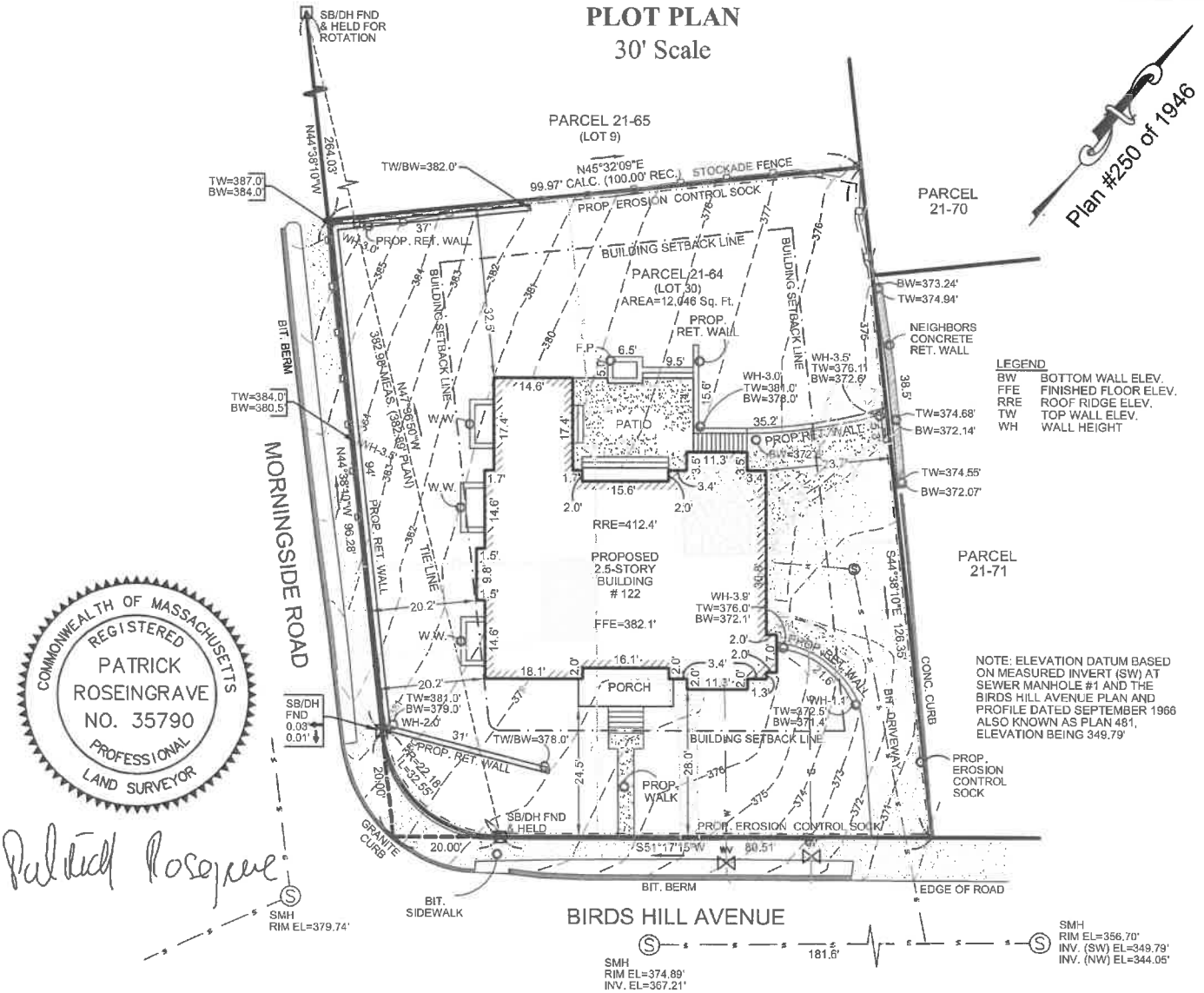
Building Permit No. _____ At No. 122 Birds Hill Ave.

Lot Area 12,046 Sq.Ft. Zoning District SRB

Owner Leonid Karan & Alexa Dias Builder _____

PLOT PLAN

30' Scale



COMMONWEALTH OF MASSACHUSETTS
REGISTERED
PATRICK ROSEINGRAVE
NO. 35790
PROFESSIONAL LAND SURVEYOR

Patrick Roseingrave

Note: Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions or proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners and street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.
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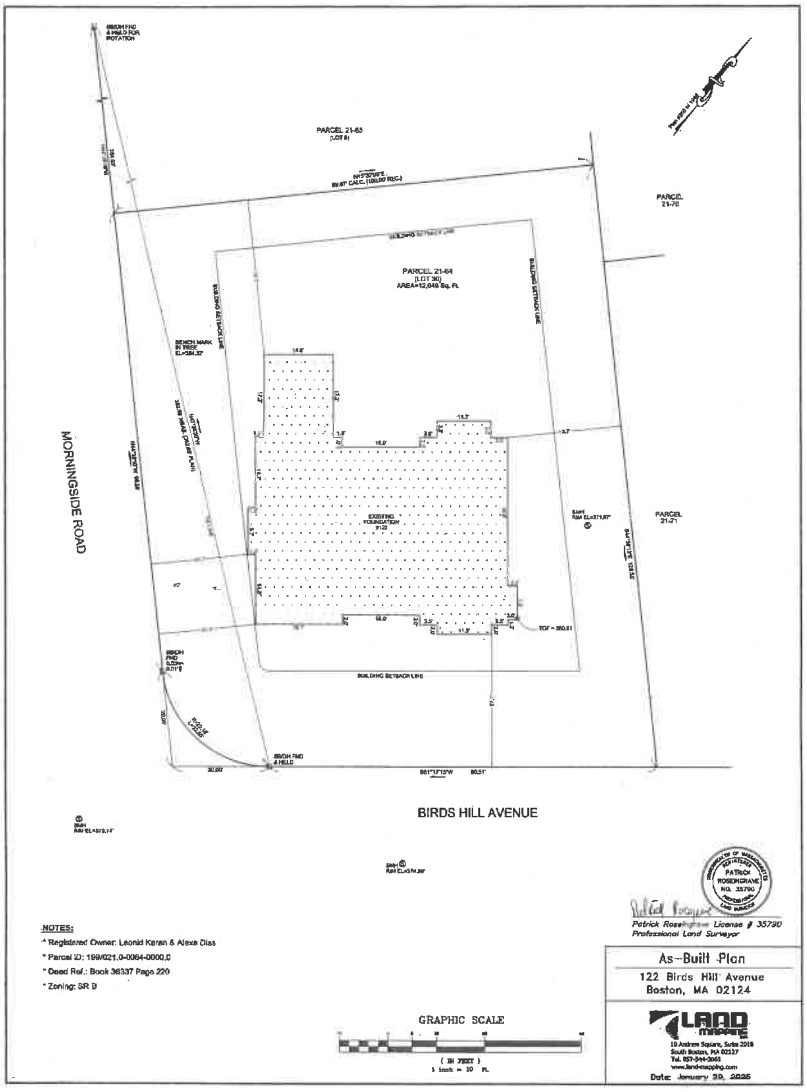
The above is subscribed to and executed by me this 2nd day of December 20 24,

Name Patrick Roseingrave Registered Land Surveyor No. 35790

Address 10 Andrew Sq., Suite 201B City Boston State MA Zip 02127 Tel. No. 617-307-1123

Approved _____ Director of Public Works Date _____

Approved _____ Building Inspector Date _____



NOTES:

* Registered Owner: Leonid Karan & Alexa Dias
* Parcel ID: 199/021.0-0064-0000.0
* Deed Ref.: Book 36337 Page 220
* Zoning: SR B

GRAPHIC SCALE

(IN FEET)
1 inch = 10 Ft.

COMMONWEALTH OF MASSACHUSETTS
PATRICK ROSEMGRANT
NO. 35790
REGISTERED
LAND SURVEYOR

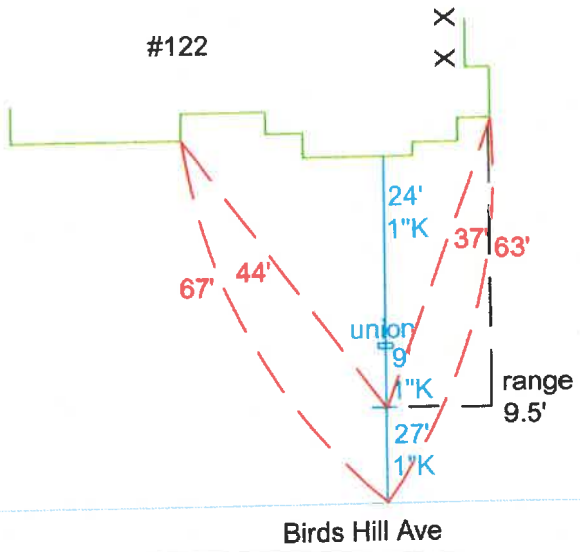
Patrick Rosemgrant License # 35790
Professional Land Surveyor

As-Built Plan
122 Birds Hill Avenue
Boston, MA 02124

LAND MAPPING INC
10 Andrew Square, Suite 2018
South Boston, MA 02127
Tel. 857-544-3063
www.landmapping.com

Date: January 29, 2025

Service No: 3203 Location: 122 Birds Hill Ave
Date: 2-12-2025 Contractor: Malone
Service: 1"K Size of Main: 8" CI
Remarks:



2-13-25 THIS CARD IS VOID
— NEW HOUSE
NEW CARD IN PROCESSING

TOWN OF NEEDHAM

HOUSE CO[N]

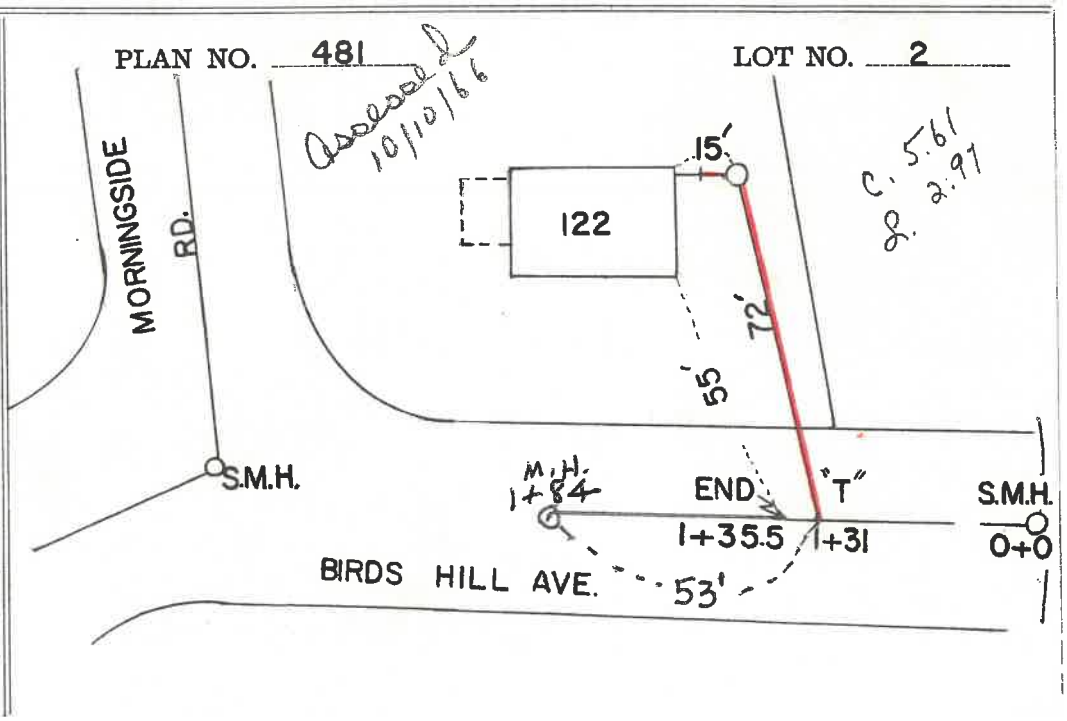
APP. NO. 7061 NO. 122 Birds Hill Ave ST. OWNER Thomas H. & Barbara C. Mullin

ESTIMATE _____ COST $432.57 DATE September 20, 1966

Length to St. Line	20'
St. Line to Bldg.	57'
Total Length	77'
Depth at Main	5' 6"
" " St. Line	5'
" " Bldg.	2' 6"
Ave. Depth	
Kind of Soil	Hardpan
Ledge	
Depth of Gr. Water	
Work Started	
" Finished	
Plumbing Conn.	
Order No. 416	

PLAN NO. 481 LOT NO. 2

Assessed 10/10/66



TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT

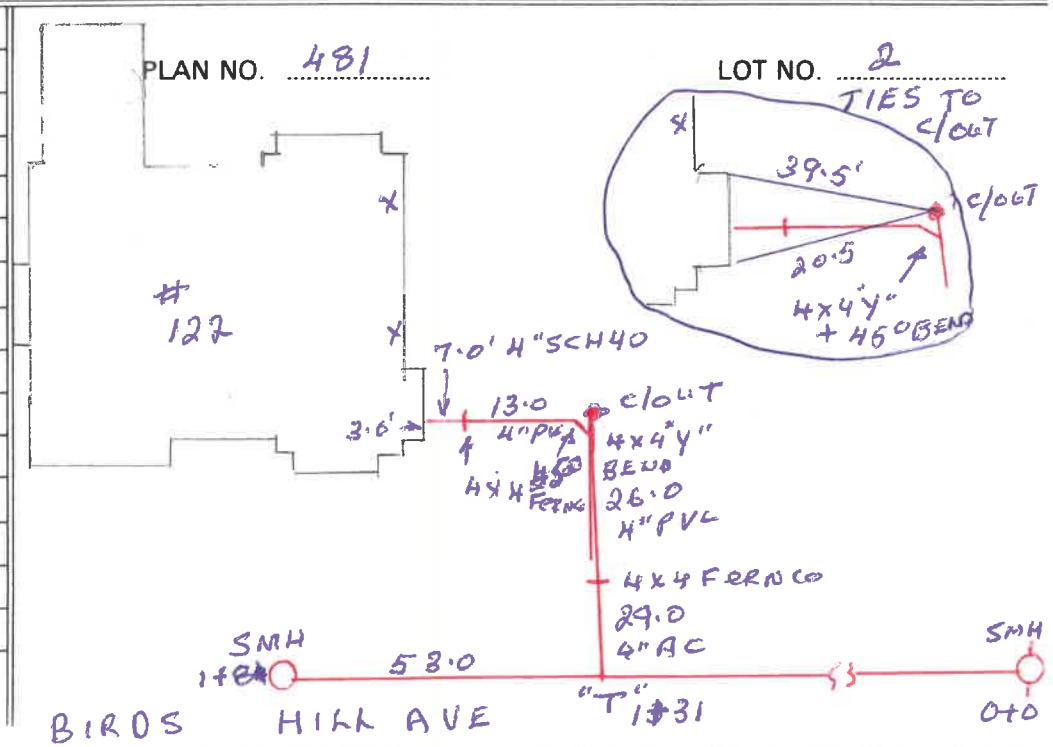
HOUSE CONNECTION

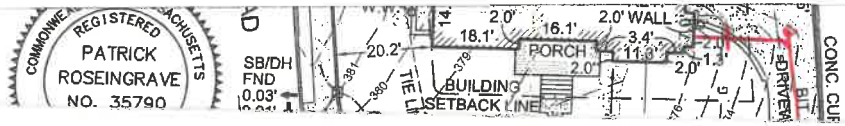
APP. NO 25-1647H NO. 122 BIRDS HILL AVE ST. OWNER .....

ESTIMATE ..... COST ..... DATE 2-13-25

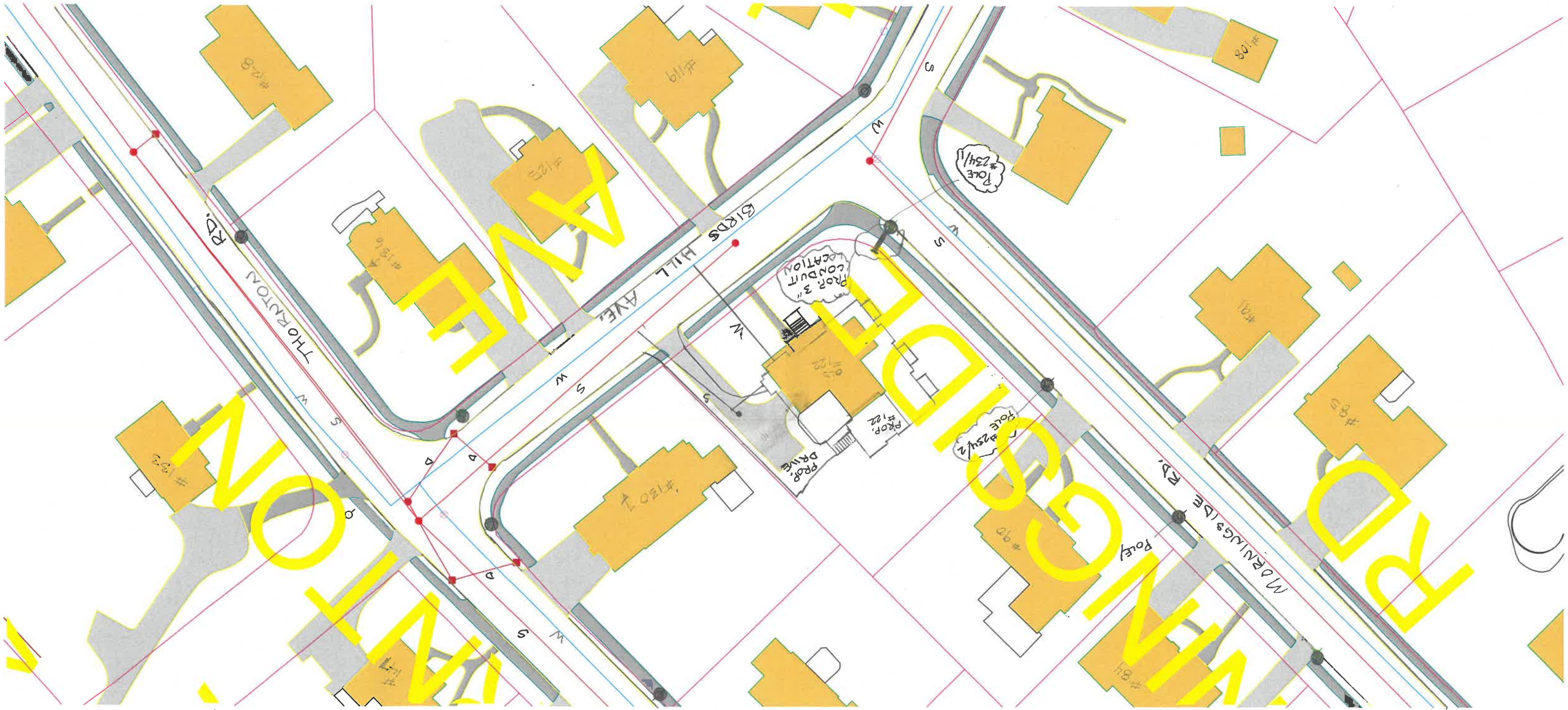
Length to St. Line	20.0
St. Line to Bldg.	55.0'
Total Length	75.0
Depth at Main	5.5'
" " St. Line	10.8'
" " Bldg.	5.0'
Ave. Depth	
Kind of Soil	HARD PAN
Ledge	
Depth of Gr. Water	
Work Started	
" Finished	
Plumbing Conn.	

PLAN NO. 481 LOT NO. 2





NOTE: ELEVATION DATUM BASED ON MEASURED INVERT (SW) AT SEWER MANHOLE #1 AND THE BIRDS HILL AVENUE PLAN AND PROFILE DATED SEPTEMBER 1966 ALSO KNOWN AS PLAN 481.


Birds Hill Ave.
Thornton Rd.
Wingfield Rd.
Mordaunt Ave.
Prop. Drive
Prop. 122
Pole #234/2
Pole #234/1
Pole
Prop. 3" Conduit Location
#119
#125
#128
#130
#122
#90
#84
#85
#91
#93
#95


NORTH LION INC
CONSTRUCTION
(774) 615-5904

122 BIRDS HILL RD BY WAY OF MORNINGSIDE RD

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/021.0-0071-0000.0	SHERRY, JOHN &	SHERRY, SYPHACHANH	130 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0047-0000.0	ANTOSZYK, PETER J. &	PERLMAN, WENDY J	111 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0061-0000.0	ANDERSON, WENDY J TR	JMH IRREVOCABLE TRUST	91 MORNINGSIDE RD	NEEDHAM	MA	02492-
199/021.0-0063-0000.0	MORRIS, JULIAN B. & ARIANA D. TRS	THE MORRIS FAMILY REVOCABLE TRUST	112 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0064-0000.0	KARAN, LEONID &	DIAS, ALEXA	122 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0065-0000.0	BRIER, MICHAEL D. &	BRIER, ANDREA G	90 MORNINGSIDE RD	NEEDHAM	MA	02492-
199/021.0-0070-0000.0	SVENSSON, PATRIK NILS &	SVENSSON, JENNIFER A	156 THORNTON RD	NEEDHAM	MA	02492-
199/021.0-0045-0000.0	LEEMAN, MICHAEL &	LEEMAN, HOLLY	125 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0046-0000.0	WILDER, MATTHEW L. &	WILDER, NIAN L	119 BIRDS HILL AVE	NEEDHAM	MA	02492-
199/021.0-0069-0000.0	MCGREGOR, BRADLEY A. &	MCGREGOR, PEICHUN	162 THORNTON RD	NEEDHAM	MA	02492-
199/021.0-0044-0000.0	MCCONARTY, NATHAN &	MCCONARTY, EMILY YORK	136 THORNTON 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.....

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on Tuesday, August 12, 2025, in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated July 16, 2025, to install approximately eleven feet of conduit in Morningside Road. The reason for this work is to provide service to 122 Birds-Hill Avenue.

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.

Heidi Frail
Catherine Dowd
Joshua Levy
Marianne Cooley
Kevin Keane

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: August 4, 2025

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Water and Sewer Abatement – Beth Israel Deaconess Hospital Needham (Added Supporting Documentation)
Presenter(s)	Carys Lustig, Director of Public Works

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

The Director of Public Works will discuss with the Board a proposed water and sewer bill abatement for Beth Israel Deaconess – Needham.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board approve Water and Sewer Abatement #1345.

3.	**BACK UP INFORMATION ATTACHED**

a. Select Board Policy BOS-FIN-007: Policies and Regulations for Abatement of Water and Sewer Charges
b. Water and Sewer Abatement #1345 – Pending Abatement
c. Abatement Chart (Added)

Board of Selectmen

Policy Number:	BOS-FIN-007
Policy:	Policies and Regulations for Abatement of Water and Sewer Charges

Policy:

1. **Administrative Abatements** Upon the recommendation of the Director of Public Works, the Town Manager may abate charges for water and/or sewer services for the following reasons: excessively high estimated bill, billing error, or meter reading error. Requests for abatement may be accepted up to one year after the billing of the disputed charge.

2. **Board of Selectmen Abatements** The Board of Selectmen may abate charges for water and/or sewer services for the following reasons: incorrect billing resulting from faulty operation of the Town's equipment; water/sewer billing based on a single billing period of 100 days or longer; sewer billing based on accidental water loss; or due to extenuating circumstance. Ratepayers who receive an incorrect bill resulting from faulty operation of the Town's equipment will be responsible for payment of recalculated water and/or sewer bill (i.e. non-billed consumption) for the prior three years. All charges before that date will be abated. Requests for abatement may be accepted up to one year after the billing of the disputed charge.

Procedures:

1. **Administrative Abatements** If a request meets the policy criteria for abatement due to billing error, meter reading error or estimated billing, the Director of Public Works will make a recommendation to the Town Manager. If the Town Manager agrees to abate charges, the DPW will notify the customer in writing and credit the customer's account for the abatement amount. If abatement is denied, the DPW will so notify the customer in writing.

2. **Approval – Board of Selectmen Abatements** If a request meets the policy criteria for abatement due to equipment failure, improper billing period, accidental loss of water, or other extraordinary circumstance, the Director of Public Works will make a recommendation to the Board of Selectmen. If the Board votes to abate charges, the DPW will notify the customer in writing and credit the customer's account for the abatement amount. If abatement is denied, the DPW will so notify the customer in writing.

3. **Documentation** Supporting documentation for abatement of water and sewer charges will be retained for two years following approval/denial.

4. **Right of Appeal** A customer who disagrees with the determination of the Director of Public Works or Town Manager may address a letter of appeal to the Board of Selectmen, in care of the Town Manager.

Effective: 5/11/2004; Reformatted 8/4/2015

Town of Needham
Water Sewer Billing System
Abatement Form

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

WHEREAS the approporate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer, stormwater 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:	-$15,771.24
Water Irrigation:	$0.00
Water Admin Fees:	$0.00
Sewer Sales:	-$35,438.90
Stormwater Fees:	$0.00
Transfer Station Charges:	$0.00
Total Abatement:	-$51,210.14

Order #: 1345
Read and Approved: Date

Superintendent of Water, Sewer, Drains

Director of Public Works

Date

Select Board

Town of Needham
Water Sewer Billing
Abatement Form

Customer Name	Customer ID #	Location ID #	Street #	Street Name	Domestic Water	Sewer	Irrigation Water	Stormwater	Total	Reason Code	Prepared By:
Beth Israel Deaconess Hospital	267	20194	148	Chestnut St	-$4,879.17	-$10,963.78	$0.00	$0.00	-$15,842.95	EC	KW
Beth Israel Deaconess Hospital	267	20194	148	Chestnut St	-$5,094.90	-$11,448.54	$0.00	$0.00	-$16,543.44	EC	KW
Beth Israel Deaconess Hospital	267	20194	148	Chestnut St	-$5,797.17	-$13,026.58	$0.00	$0.00	-$18,823.75	EC	KW
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					$0.00	$0.00	$0.00	$0.00	$0.00		
					-$15,771.24	**-$35,438.90**	**$0.00**	**$0.00**	**-$51,210.14**		

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: Kristen Wright
Mangement Analyst, DPW

Beth Israel Deaconess Hospital

Billed

Account 267-20194

Bill Date	8/17/2018	Use Period	6/28/2018	7/30/2018	
Usage	318,900	Cu Feet			
Approx	2,385,372	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	317,500	$0.0510	$0.1146	$0.1656	$52,578.00
Other Charges					$8.00
Total					$52,774.42

Bill Date	9/18/2018	Use Period	7/30/2018	8/30/2018	
Usage	333,000	Cu Feet			
Approx	2,490,840	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	331,600	$0.0510	$0.1146	$0.1656	$54,912.96
Other Charges					$8.00
Total					$55,109.38

Bill Date	10/18/2018	Use Period	8/30/2018	9/27/2018	
Usage	378,900	Cu Feet			
Approx	2,834,172	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	377,500	$0.0510	$0.1146	$0.1656	$62,514.00
Other Charges					$8.00
Total					$62,710.42
Base Charge Three Months					**$170,594.22**

Proposed Adjustment

Adjust Consumption Downward by 30%

Bill Date	8/17/2018	Use Period	6/28/2018	7/30/2018	
Usage	223,230	Cu Feet			
Approx	1,669,760	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	221,830	$0.0510	$0.1146	$0.1656	$36,735.05
Other Charges					$8.00
Total					$36,931.47

Bill Date	9/18/2018	Use Period	7/30/2018	8/30/2018	
Usage	233,100	Cu Feet			
Approx	1,743,588	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	231,700	$0.0510	$0.1146	$0.1656	$38,369.52
Other Charges					$8.00
Total					$38,565.94

Bill Date	10/18/2018	Use Period	8/30/2018	9/27/2018	
Usage	265,230	Cu Feet			
Approx	1,983,920	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	263,830	$0.0510	$0.1146	$0.1656	$43,690.25
Other Charges					$8.00
Total					$43,886.67
					$119,384.08

Billed in the Prior Year

Bill Date	8/15/2017	Use Period	6/29/2017	7/31/2017	
Usage	126,400	Cu Feet			
Approx	945,472	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	125,000	$0.0510	$0.1132	$0.1642	$20,518.28
Other Charges					$8.00
Total					$20,714.90

Please note that the 8/15/2017 bill reflects two different sewer rate structures

Bill Date	9/15/2017	Use Period	7/31/2017	8/31/2017	
Usage	125,100	Cu Feet			
Approx	935,748	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	123,700	$0.0510	$0.1132	$0.1642	$20,311.54
Other Charges					$8.00
Total					$20,508.16

Bill Date	10/17/2017	Use Period	8/31/2017	9/28/2017	
Usage	116,500	Cu Feet			
Approx	871,420	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	115,100	$0.0510	$0.1132	$0.1642	$18,899.42
Other Charges					$8.00
Total					$19,096.04
					$60,319.10

Account 265-20192

Bill Date	8/17/2018	Use Period	6/28/2018	7/30/2018	
Usage	5,300	Cu Feet			
Approx	39,644	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	3,900	$0.0510	$0.1146	$0.1656	$645.84
Other Charges					$8.00
Total					$842.26

Bill Date	9/18/2018	Use Period	7/30/2018	8/30/2018	
Usage	-	Cu Feet			
Approx	-	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1		$0.0310	$0.0882	$0.1192	$0.00
Step 2		$0.0330	$0.0974	$0.1304	$0.00
Step 3		$0.0415	$0.1051	$0.1466	$0.00
Step 4		$0.0510	$0.1146	$0.1656	$0.00
Other Charges					$8.00
Total					$8.00

Bill Date	10/18/2018	Use Period	8/30/2018	9/27/2018	
Usage	8,100	Cu Feet			
Approx	60,588	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	6,700	$0.0510	$0.1146	$0.1656	$1,109.52
Other Charges					$8.00
Total					$1,305.94
Base Charge Three Months					**$2,156.20**
Both Accounts Combined					**$172,750.42**

No Adjustment

Bill Date	8/17/2018	Use Period	6/28/2018	7/30/2018	
Usage	5,300	Cu Feet			
Approx	39,644	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	3,900	$0.0510	$0.1146	$0.1656	$645.84
Other Charges					$8.00
Total					$842.26

Bill Date	9/18/2018	Use Period	7/30/2018	8/30/2018	
Usage	-	Cu Feet			
Approx	-	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1		$0.0310	$0.0882	$0.1192	$0.00
Step 2		$0.0330	$0.0974	$0.1304	$0.00
Step 3		$0.0415	$0.1051	$0.1466	$0.00
Step 4		$0.0510	$0.1146	$0.1656	$0.00
Other Charges					$8.00
Total					$8.00

Bill Date	10/18/2018	Use Period	8/30/2018	9/27/2018	
Usage	8,100	Cu Feet			
Approx	60,588	Gallons			
	CF	Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0330	$0.0974	$0.1304	$91.28
Step 3	500	$0.0415	$0.1051	$0.1466	$73.30
Step 4	6,700	$0.0510	$0.1146	$0.1656	$1,109.52
Other Charges					$8.00
Total					$1,305.94
Base Charge Three Months					**$2,156.20**
Both Accounts Combined					**$121,540.28**

Bill Date	8/15/2017	Use Period	6/29/2017	7/31/2017	
Usage	37,100	Cu Feet			
Approx	277,508	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	35,700	$0.0510	$0.1132	$0.1642	$5,859.96
Other Charges					$8.00
Total					$6,056.58

Bill Date	9/15/2017	Use Period	7/31/2017	8/31/2017	
Usage	36,400	Cu Feet			
Approx	272,272	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	35,000	$0.0510	$0.1132	$0.1642	$5,747.00
Other Charges					$8.00
Total					$5,943.62

Please note that the 8/15/2017 bill reflects two different sewer rate structures

Bill Date	10/17/2017	Use Period	8/31/2017	9/28/2017	
Usage	31,200	Cu Feet			
Approx	233,376	Gallons			
		Water Rate	Sewer Rate	Combined Rate	Billed
Step 1	200	$0.0310	$0.0882	$0.1192	$23.84
Step 2	700	$0.0340	$0.0964	$0.1304	$91.28
Step 3	500	$0.0430	$0.1040	$0.1470	$73.50
Step 4	29,800	$0.0510	$0.1132	$0.1642	$4,893.16
Other Charges					$8.00
Total					$5,089.78
Base Charge Three Months					**$17,089.98**
Both Accounts Combined					**$77,409.08**

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Intersection Layout Changes – Hoover Road/Tower Avenue/Paul Revere Road
Presenter(s)	Carys Lustig, Director of Public Works

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

Director of Public Works, Carys Lustig, will present an updated layout plan for the intersection of Hoover Road, Tower Avenue, and Paul Revere Road.

This is an intersection that has had repeated application to the Traffic Safety Committee for improved flow and has been identified by Highway as a location that is challenging to manage for sidewalk and roadway snow removal. The intended redesign will make traffic patterns clearer, funnel traffic more appropriately through the intersection, is intended to have a traffic calming effect, reduce impervious surface, reduce plowable surface, allow for the readjustment of sidewalk tractor routes, and better clarify where Paul Revere Road and Hoover Road start and end.

DPW has met with the abutters and other residents to present several options, and this option is a modified version of the preferred option that was changed based on feedback. The layout has been marked on the street and notifications and cones will be up shortly prior to construction.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Information Only

3.	**BACK UP INFORMATION ATTACHED**

1. PDF of Curbing Plan for Hoover Road, Tower Avenue, and Paul Revere Road

T:\Engineering\DPW Eng Branches\CAD-Drafting\CadProjects\Tower Avenue\Drafting\Tower Road Curbing Existing Conditions-Presentation.dwg, 8/6/2025 3:09:09 PM, tsarno

TOWER AVENUE
PAUL REVERE ROAD
HOOVER ROAD
#95 TOWER AVENUE
#101 TOWER AVENUE
#15 HOOVER ROAD
#18 HOOVER ROAD
#12 HOOVER ROAD
#119 TOWER AVENUE
#120 TOWER AVENUE
#195 PAUL REVERE ROAD
#201 PAUL REVERE ROAD
Driveway
Fence
Wall
Walkway
Curb
Tree
Trees
SMH
GV
WV
Hyd
UP
Sign
Bnd
LP
WSO
Fence
Wall
Walkway
Curb
Driveway
Tree
Trees
SMH
GV
WV
Hyd
UP
Sign
Bnd
LP
WSO
SCALE: 1"= 160'
160 0 160

DATE	REVISION	BY
8/6/25	Re-aligned Paul Revere Road	TGS
6/17/25	Corrected House Numbers	TGS

DRAFT

PROPOSAL – 2
TOWER ROAD CURBING
SCALE: AS NOTED DATE: MAR. 5, 2024
EXISTING CONDITIONS
NEEDHAM, MA

Prepared for: ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
NEEDHAM, MA 02492

NEEDHAM DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
500 Dedham Avenue, Needham, MA 02492
(781) 455-7550

Surveyed DLK/GRC
Drafted TGS
Checked JRS/TAR
Job. No. XXXXXXX
Sheet 1 of X
Dwg. No.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Great Plain Ave (Harris Avenue to Dedham Town Line) Markings Improvements
Presenter(s)	Carys Lustig, Director of Public Works

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

Director of Public Works, Carys Lustig, will present a proposed updated line striping change to Great Plain Avenue between Harris Avenue and the Dedham line. This would assist in managing speeds on Great Plain Avenue by reducing the travel lane down to 10-11 feet, adding a striped bike lane, and making some traffic calming improvements (particularly around a previously identified high concern crossing near Broadmeadow Road). This continues traffic lane narrowing that was done several years ago between Warren Street and Harris Avenue of Great Plain Avenue.

This project preserves the existing striped parking and provides a protected bike lane in the commercial corridor on one side of the road.

The reason this project is being done this season is because this corridor is being micro surfaced and presents a blank surface to line. There are no changes to the hardscape infrastructure, this is a painting adjustment only and complies with the Select Board's Complete Streets policy.

2.	**VOTE REQUIRED BY SELECT BOARD**

N/A – Discussion Only

3.	**BACK UP INFORMATION ATTACHED**

1. PDF of Striping Plan for Great Plain Ave between Harris Avenue and the Exit Ramps

GREAT PLAIN AVENUE
HILLSIDE AVENUE
WALKER ROAD
ROCKLAND AVENUE
MBTA COMMUTER RAIL STATION
CHESTNUT STREET
WALKER ROAD
MATCH LINE
MATCH LINE
MATCH LINE
MATCH LINE
WALKER ROAD
OLD FARM ROAD
DOUGLAS ROAD
BROOKSIDE ROAD
ELMWOOD ROAD
SOUTH STREET
FAIRFIELD STREET
CHESTNUT STREET
PEASDALE ROAD
GREEN STREET
OLIVER ROAD
I-95 SOUTHBOUND ON RAMP
I-95 SOUTHBOUND OFF RAMP
SCALE: 1" = 40'
0
40
100
160
DRAFT
NOT FOR
CONSTRUCTION
07/14/2025

FUSS & O'NEILL

Needham - Great Plain Avenue Roll Plan - Concept 2B: Buffered Bike Lanes with Parking on Both Sides - Revised July 2025

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Abatement of Ambulance Charges
Presenter(s)	David Davison, Deputy Town Manager/Director of Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

A Needham resident who was transported by ambulance to the hospital by the Needham Fire Department has requested that the bill be reduced by $865.00 because the individual believes it too much and the Town did not disclose that there is a charge. The individual is not claiming financial hardship.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motions:

Move that the Board approve an abatement of $_____ on ambulance bill 24-238825 issued on December 20, 2024, for a service date of September 18, 2024.

or

Move that the Board does not approve the abatement request on ambulance bill 24-238825 issued on December 20, 2024, for a service date of September 18, 2024.

3. BACK UP INFORMATION ATTACHED

a. Provided under separate cover.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Stormwater Study
Presenter(s)	Phil Paradis, BETA Group Thomas Ryder, Town Engineer

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

This discussion will provide an outline summary of the flood study report prepared by BETA for the Town of Needham. The presentation will cover the historical context of stormwater management in the town and the current challenges faced.

The topics to be discussed will include:

- The background history of stormwater management in Needham and the current challenges across the town.
- An overview of the current drainage improvement projects that are already underway.
- The recommended course of action for the town's stormwater management program moving forward.
- How the recommendations from the report will be prioritized within the Capital Improvement Plan (CIP).

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

a. Executive Summary of Report
b. Executive Summary Attachment
c. Slides

IMPROVING COMMUNITIES TOGETHER

MEMORANDUM

Date:	August 5, 2025	Job No.:	10631
To:	Thomas Ryder, Town Engineer		
Cc:	Town of Needham		
From:	Courtney Botelho, EIT Philip Paradis, PE		
Subject:	**Executive Summary for the Needham 2024 Town-wide Flood Study**		

EXECUTIVE SUMMARY

PURPOSE OF THE STUDY

Intense rainfall events over the past several years have resulted in flooding and damage to properties and road closures. To address these flooding concerns, the Town of Needham utilized available ARPA funding to commission a flood study. This is a summary of the findings, conclusions, and recommendations included in that report.

INVESTIGATION AND REPORTING METHODOLOGY

A brief overview of the steps taken to develop this report are included below. The full methodology used to conduct this study can be found in the full report.

REVIEW OF EXISTING STUDIES

This review included reviewing the 2002 Stormwater Master Plan, Draft September 1, 2013 Flood Study Report, and neighborhood meeting summaries from the August 8, 2023 rainfall event. Flood concern areas were identified in this step based on locations discussed in these reports, primarily the August 2023 meeting notes. The recommendations in this study take into account the recommendations included in prior reports. However, due to severe limitations discovered throughout the stormwater system and increasingly frequent and severe storms due to climate change, most of the flood concern areas require additional analysis before system upgrades are recommended.

MAPPING THE SYSTEM

Data collection for this study was completed using ArcGIS and ESRI products such as FieldMaps. Below are the layers that were used and updated during the course of this study:

- Townwide stormwater layers (pipes, manholes, catch basins, culverts, etc.)
- Flood concern area layer with attached Survey123 report
- Flood study observation point layer
- Catchment delineation layer

Reference layers were used to inform field work and recommendations. The reference layers used during this study included:

- FEMA flood maps
- MassGIS Data (topography, wetlands, tax parcels)
- MassDEP Integrated Waters List
- Charles River Watershed Association (CRWA) flood model layers and land use layers
- Historical USGS topographic maps

- NRCS soils maps

SITE VISITS

A minimum of two (2) site visits were conducted for each identified flood concern area. At least one (1) was conducted in coordination with a Town engineering department representative. The first visit was conducted to scope the area, identify potential causes of flooding, and update stormwater layers. The second visit was conducted to follow up on issues identified during the first visit, open structures as needed and solidify recommendations.

RECOMMENDATIONS

Following site visits, a list of potential projects was developed to address flooding in each flood concern area. These projects were compiled into Table 1-1 below.

FINDINGS AND CONCLUSIONS

Through report review, research, and field reconnaissance it became apparent that there are several town-wide factors contributing to the increase and severity of flooding in many neighborhoods. A brief overview of factors is included below.

HISTORIC LAND USE CHANGES DUE TO DEVELOPMENT

Most of the current problem areas are associated with developments in historic low wetland areas where wetlands were filled in and/or streams were culverted in the eastern part of the Town. This eliminated natural flood storage, infiltration, and treatment of runoff. These areas currently act as detention systems collecting and ponding runoff in streets and developed properties with pipe systems that are too small, with no secondary or overflow outlet, acting as outlet control devises.

STORMWATER SYSTEM DESIGN

The Town's stormwater mapping is incomplete, and details of the drainage system are inaccurate or incomplete. Most of the current systems are a patchwork network of pipes, swales, and culverts that are significantly undersized. Piped drainage systems for these large watershed areas convey stormwater a significant distance with little slope to the outfall. There are negatively slope pipes and areas where pipes discharge to smaller pipes.

ONGOING DEVELOPMENT AND PROPERTY LOCATION

Ongoing, under-regulated construction continues to increase runoff, reduce storage, and exacerbate flooding. Tear downs, the practice of demolishing small homes on a small lot and constructing significantly larger homes on the same small lot, have led to substantial increases in impervious surfaces and stormwater runoff and reduction of flood storage. Many of these new residences have high ceilings including in their basements, displacing or require pumping of groundwater to the stormwater management systems.

The raised bed of railroad tracks crossing the Town with undersized or inconveniently located culverts provide a physical barrier to stormwater runoff causing flooding in some neighborhoods. In the past it has been a challenge to work with the MBTA on any project involving their property.

Simply increasing pipe capacities to relieve flooding (detail stormwater runoff) will likely increase flooding of down gradient properties. Upgrades in some sections have relieved flooding in one neighborhood only to increase it in the next down gradient neighborhood or water body.

MAINTENANCE

There were few instances where cleaning and or maintenance issues were the main contributing factor in flooding issues. These are specifically noted in the report.

CLIMATE CHANGE AND OTHER CONSIDERATIONS

Climate change exacerbates the issues above. Changing rainfall patterns will lead to more frequent high intensity storms. Many of the systems are undersized for the current standard 10-year storm and will be further behind as climate change continues.

GENERAL RECOMMENDATIONS FOR ALL WATERSHEDS

The following are the Town wide general recommendations included in the report.

It should be noted that the causes of flooding are complex and vary based on the land use and system characteristics of each watershed. The system is old, undersized, and interconnected. This means that solutions that may sound simple, like upsizing pipes in a flood prone area, may cause unintended problems in another part of town if done in isolation. Additionally, stormwater management solutions must consider both flooding and water quality concerns. Together this means that a combination of the recommendations below will be needed to improve the stormwater system.

Regulations Updates: This includes evaluation and updating development and stormwater regulations to better address stormwater impacts associated with all development projects.

Stormwater System Mapping Updates: This includes updating Town-wide stormwater system mapping to facilitate the evaluation and design of projects and future maintenance.

Capital Projects: Includes recommendations to provide stormwater management upgrades including low impact development techniques, phosphorus stormwater infrastructure as part of all capital improvement projects.

System Capacity: Includes long-term planning and implementation to upgrade the capacity of all systems to the minimum design storm (projected 2070 10-year) event.

Restoring Flood Storage: This includes providing as much stormwater infiltration/storage on Town-owned facilities as possible to restore the pre-development storage volume for the watershed. Look to purchase property in areas which could be used to increase storage capacity.

Public-Private Partnerships: This includes working with private property owners to reduce impervious area and retrofit as much stormwater infiltration/ storage on-site as possible to restore the pre-development storage volume.

PROJECT RECOMMENDATIONS BY WATERSHED

The following recommendations are the result of the 2024 Needham Town-wide Flood Study. Detailed information about how these recommendations were determined can be found in that study. It should be noted that all hydrologic/hydraulic modeling efforts are 'high' priority as they are a precursor to most other recommendations. to Table 1-1 below includes projects by watershed. Additional details on projects can be found attached to this memo.

Table 1-1 Project Prioritization

Watershed No.	*Project Name*	*Priority*
2	Walker Pond Outlet Bypass	
4	Watershed 4 Hydrologic/Hydraulic Model	High
4	Lincoln St. Commercial/Industrial Properties Retrofits	
4	Site Evaluation for Storage and Infiltration Systems (3)	
4	Drainage System Capacity Improvements (3)	
4	Needham Reservoir Pond Management	
5	Watershed 5 Hydrologic/Hydraulic Model	High
5	147 Thornton Road Seat Wall	
5	Thornton Road Capacity Upgrades	
5	Broadmeadow School Field Storage/Infiltration System	
5	Dawson Drive Bypass	
5	Grosvenor Rd. Outlet Pipe Upgrade	
6	Watershed 6 Hydrologic/Hydraulic Model	High
6	Drainage System Capacity Improvements (3)	
6	Perry Park Storage/ Infiltration System	
6	Hatfield Park Storage/ Infiltration System	
6	48 Hawthorn Ave. Manhole Upgrade	
7	Monitor Completed Drainage Improvements	Low
10	Watershed 10 Hydrologic/Hydraulic Model	High
10	Shirley Rd & Ludwig Road Cul-de-sacs Impervious Reduction and BMPs	
10	764 Central Ave Pond Improvements	
10	Drainage System Capacity Improvements (2)	
12	Watershed 12 Hydrologic/ Hydraulic Model	High
12	MBTA Crossing Drain/Sewer Separation	
12	Highland Ave Commercial Properties Retrofits	
12	Storage/Infiltration Systems (2)	
13	Watershed 13 Hydrologic/ Hydraulic Model	High
13	Chestnut St. Commercial Properties Retrofits Evaluations	

Watershed No.	*Project Name*	*Priority*
13	High Rock School Field Storage/ Infiltration	
13	Drainage System Capacity Improvements (3)	

Attachment A

- **Flood Study Recommendations by Watershed**

1.0 Watershed 2 Recommended Projects

1.1 Walker Pond Outlet Bypass

The 2002 Stormwater Master Plan modeled a bypass for flow out of Walker Pond to relieve historic flooding of the Oxbow Road area. The outlet control structure for Walker Pond and pipe upgrade to the new manhole in Central Ave was completed in 2024. A stub was left in the manhole to facilitate completing a bypass or an overflow directly to the Charles River.

This project will include installing a bypass pipe down Central Ave 900± to a new outlet to the Charles River.

2.0 Watershed 4 Recommended Projects

The following are recommended projects to reduce flooding frequency, severity and impacts.

2.1 Watershed 4 Hydrologic/ Hydraulic Model

This project includes updates to the mapping in Watershed 4 and the development of a hydrologic/hydraulic model of existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate larger design storms. It can also be used to model improvements and impacts of the other projects in the watershed.

2.2 Drainage System Capacity Improvements

System capacity improvement projects should only be completed in conjunction with Watershed 4 Hydrologic/Hydraulic Model project. The model will be used to determine the appropriate pipe size.

2.2.1 Grant Street to Howland Street Drainage System

This project includes the evaluation and design of drainage system improvements for the Grant Street to Howard Street drainage systems.

2.2.2 Needham Reservoir Outlet

This project includes the evaluation and design of weir/channel/culverts capacity improvements for the outlet of the Needham Reservoir.

2.2.3 George Aggott Culvert

This project includes replacing the Geroge Aggott Road culvert to increase the capacity. It also includes modifying the upgradient swales by removing the walls, slightly widening and restoring naturally reinforced banks.

2.3 Lincoln Street Commercial/Industrial Properties

This project includes evaluating the 16.4± acres of commercial, and industrial properties, and Needham Fire Station and municipal parking lot along Chestnut Street, and Lincoln Street for opportunities to provide stormwater management improvements by installing systems to capture, treat, infiltrate and detain stormwater runoff for these properties. Subsurface infiltration/storage systems could be installed below existing parking areas on each lot.

2.4 Storage/Infiltration Systems

To protect down gradient properties and systems, storage and infiltration systems can provide flood mitigation by reducing runoff volume through infiltration and or peak flow of runoff from detention through storage of runoff.

2.4.1 Pollard Middle School

This project includes evaluation of the Pollard Middle School fields for installation of subsurface infiltration/storage systems.

2.4.2 DeFazio Park Fields

This project includes evaluation of the DeFazio Park fields and parking lot for installation of subsurface infiltration/storage systems.

2.4.3 Needham Golf Club

This project includes evaluation of the Needham Golf Course and parking lot for installation of subsurface infiltration/storage systems.

2.5 Needham Reservoir Pond Management

This project involves proactive measures to generate stormwater storage by managing water levels in the Needham Reservoir.

Option 1: Install a control structure at the outlet of the Needham reservoir and manually lower the water level in the Needham reservoir when impending storms of a certain intensity are forecasted prior to the storm event.

Option 2: Partner with a company providing smart stormwater infrastructure such as Opti. Opti's Smart stormwater systems use field deployed sensors with real time weather forecast data to make predictive control decisions on the amount of additional storage needed for a given storm event. These field sensors are paired with self-actuating pumps / valves to create a hands-off approach to generating storage.

3.0 Watershed 5 Recommended Projects

The following are recommended projects to reduce flooding frequency, severity and impacts.

3.1 Watershed 5 hydrologic/hydraulic model

This project includes updating with accurate details the mapping and the development of a hydrologic/hydraulic model of the existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate the Town design storm projected rainfall event. It can also be used to model improvements and impacts of the other projects in the watershed.

3.2 147 Thorton Road Seat Wall and Capacity Upgrades

3.2.1 Short-Term

A short-term project included the construction of an 80± foot long seat wall behind the sidewalk in front of 147 Thorton Road to allow temporary storage of runoff in the road.

3.2.2 Long-Term

As part of the overall watershed drainage system capacity upgrades, the long-term project includes increasing the pipe capacity for the 1,800± foot long Thorton Road drainage system.

3.3 Broadmeadow School Baseball Field Storage/Infiltration System

To protect down gradient properties and systems, storage and infiltration systems can provide flood mitigation by reducing runoff volume through infiltration and or peak flow of runoff from detention through storage of runoff.

This project includes installing as large a subsurface storage/infiltration system below the Broadmeadow School baseball field as possible to reduce flooding of abutting residences and Grosvenor Road. If additional storage is necessary to be able to contain the Town design storm runoff within the existing downgradient pipe system(s), upgrading the berm on the downgradient end of the field could be included as well as installing subsurface storage/infiltration systems under the school parking lots. Additional benefits because of this project include a substantial phosphorous load reduction (100± lbs/yr).

3.4 Dawson Drive Bypass

This project includes disconnecting the Dawson Drive drainage system by installing a new 250± foot long drainpipe from the drainage manhole at the intersection of Dawson Drive and Broadmeadow Road, between 206 Broadmeadow Road and 142 Grosvenor Road to the swale along the MBTA railroad tracks. This project will require obtaining easements from residents, coordination with MBTA and potentially improvements to the MBTA swale.

3.5 Grosvenor Road Outlet Pipe Upgrade

If necessary, this project includes replacement of the existing 180± foot long 18-inch ACP outfall pipe from Grosvenor Road to the MBTA tracks. This project will require coordination with the abutting residents, and MBTA and potentially improvements to the MBTA swale.

4.0 Watershed 6 Recommended Projects

The following are recommended projects to reduce flooding frequency, severity and impacts.

4.1 Watershed 6 Hydrologic/Hydraulic Model

This project includes updates to the mapping in Watershed 6 and the development of a hydrologic/hydraulic model of existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate larger design storms. It can also be used to model improvements and impacts of the other projects in the watershed.

4.2 Drainage System Capacity Improvements

System capacity improvement projects should only be completed in conjunction with Watershed 6 Hydrologic/Hydraulic Model project. The model will be used to determine the appropriate pipe size.

4.2.1 Highgate Street and Wyoming Avenue

This project, includes increasing 1,250± feet of drainage truckline pipe from the intersection of Highgate Street and Woodledge Road to the intersection in Highgate Street and Wyoming Avenue and down Wyoming Avenue to Perry Park. This project should only be completed in conjunction with the Perry Park Storage/Infiltration System project.

4.2.2 Hillcrest Road Bypass

This project includes installing a 450± feet of new drainage truck line from the existing manhole in the intersection of Hillcrest Road and Bond Street down Hillcrest Road to the new truckline installed at the intersection of Highgate Street and Wyoming Avenue. It may also include adding catchbasins on Hillcrest Road to reduce gutter flow bypass to Bond Street. Connect the drainage system at the south end of Falcon Street to the bypass so that the overflow between 140 Wyoming Avenue and 143 Falcon Street could be plugged and abandoned. This project should only be completed in conjunction with the Highgate and Wyoming Avenue and Perry Park Storage/Infiltration System project(s).

4.2.3 Hazelton Avenue

This project is only necessary if the Hydrologic/Hydraulic model continues to show flooding on Falcon Street with the completion of the above projects. It includes upgrading 750± of the drainage trunk line from the low point in Falcon Street, down Bond Street to manhole between 31 and 37 Hazelton Avenue.

4.3 Perry Park Storage/Infiltration System

This project includes diverting drainage system to a new, as large as possible, subsurface storage/infiltration system below the Perry Park field(s) to mitigate pipe capacity increases. Additional benefits because of this project include a substantial phosphorous load reduction (60± lbs/yr).

4.4 Hatfield Park Storage/Infiltration System

This project includes diverting upgradient drainage system(s) to a new, as large as possible, subsurface storage/infiltration system below the Hatfield Park to mitigate pipe capacity issues. Additional benefits because of this project include a substantial phosphorous load reduction (20± lbs/yr).

4.5 48 Hawthorn Avenue Manhole Upgrade

This project is only necessary if the Hydrologic/Hydraulic model continues to show that the hydraulic grade line exceeds the rim elevation in the manhole in backyard of 48 Hawthorn Avenue. It includes providing a bolted watertight manhole cover for the manhole. This should be designed to withstand the expected hydrostatic pressure.

5.0 Watershed 7 Recommended Projects

5.1 Monitor Completed Drainage Improvements

Three phases of stormwater improvements were completed in this area. Monitoring should include Concord Street, Brunside Road, Greendale Avenue, Hazel Lane, and Hunting Road.

6.0 Watershed 10 Recommended Projects

There was one area of reported flooding issues associated with the August 8, 2023 storm and the September 1, 2013 storm in which the Town responded to. The following are recommended projects to provide flooding improvements.

6.1 Watershed 10 Hydrologic/Hydraulic Model

This project includes the development of a hydrologic/hydraulic model of the existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate the Town design storm projected rainfall event. It can also be used to model improvements and impacts of the other projects in the watershed.

6.2 Shirley Road and Ludwig Road Cul-De Sacs Impervious Reduction and BMPs

This project includes removing pavement and installation of bio-retention systems in each cul-de-sac to reduce runoff and provide phosphorous load reduction.

6.3 764 Central Avenue Pond Improvements

This project includes partnering with the owner of 764 Central Avenue to modify the manmade pond to potentially provide additional storage, phosphorous load reduction and reduce tailwater conditions that cause stormwater flow the back up onto the street Jarvis Circle to Nardone Road.

6.4 Drainage System Capacity Improvements

6.4.1 Jarvis Circle

System capacity improvement projects should only be completed in conjunction with Watershed 10 Hydrologic/Hydraulic Model project. The model will be used to determine the appropriate pipe size.

6.4.2 Central Avenue

This project includes replacing 640± feet of existing drainage truck line from the pond outlet from #764 Central Ave to the existing outfall at Rosemary Brook.

7.0 Watershed 12 Recommended Projects

The following are recommended projects to reduce flooding frequency, severity and impacts.

There was one large area of reported significant flooding issues associated with the August 8, 2023 storm and the September 1, 2013 storm.

7.1 Watershed 12 Hydrologic/Hydraulic Model

This project includes the development of a hydrologic/hydraulic model of the existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate the Town design storm projected rainfall event. It can also be used to model improvements and impacts of the other projects in the watershed.

7.2 MBTA Crossing Drain/Sewer Separation

This project includes separating the drain and sewer pipes crossing the MBTA railroad tracks by either installing a parallel drainage or sewer pipe to restore the drainage capacity at crossing.

7.3 Highland Avenue Commercial Properties Retrofits

This project includes evaluating the 6.8± acres of commercial properties along Highland Avenue for opportunities to provide stormwater management improvements by installing systems to capture, treat,

infiltrate and detain stormwater runoff for these properties. Subsurface infiltration/storage systems could be installed below existing parking areas on each lot.

7.4 STORAGE/INFILTRATION SYSTEMS

To protect down gradient properties and systems, storage and infiltration systems can provide flood mitigation by reducing runoff volume through infiltration and or peak flow of runoff from detention through storage of runoff.

7.4.1 HIGH SCHOOL

This project includes adding subsurface storage under the north parking lots to contain as much runoff from the site as possible.

7.4.2 MEMORIAL FIELD

This project includes rerouting abutting stormwater systems, southern area High School, Kingsbury Street, Warren Street, and Pickering Street to direct runoff to subsurface infiltration and storage below Memorial Field and or the parking lot.

8.0 WATERSHED 13 RECOMMENDED PROJECTS

There were four areas of reported flooding issues associated with the August 8, 2023 storm and the September 1, 2013 storm in which the Town responded to. The following are recommended projects to provide flooding improvements.

8.1 WATERSHED 13 HYDROLOGIC/HYDRAULIC MODEL

This project includes the development of a hydrologic/hydraulic model of the existing stormwater management systems in the watershed. This model will help identify system components that should be upgraded to accommodate the Town design storm projected rainfall event. It can also be used to model improvements and impacts of the other projects in the watershed.

8.2 CHESTNUT STREET COMMERCIAL PROPERTIES EVALUATION

This project includes the evaluation of commercial and industrial facilities on Chestnut Street to provide stormwater runoff improvements by reducing impervious surfaces and infiltration/detention using subsurface systems on each lot.

8.3 HIGH ROCK SCHOOL FIELD STORAGE/INFILTRATION SYSTEM

This project includes diverting stormwater runoff to a new, as large as possible, subsurface storage/infiltration system below the High Rock School field(s) to mitigate pipe capacity increases. Additional that benefits may be possible for this project include a substantial phosphorous load reduction (up to 35 lbs./yr.).

8.4 DRAINAGE SYSTEM CAPACITY IMPROVEMENTS

System capacity improvement projects should only be completed in conjunction with Watershed 6 Hydrologic/Hydraulic Model project. The model will be used to identify potential downgradient impacts and to determine the appropriate pipe, swale, culvert and stream sizes.

8.4.1.1.1 MAPLE STREET

This project, to relieve Maple Street flooding by increasing the capacity of the:

- East Maple Street Swale 1, (200±) feet behind 184/186, 190/192 & 196/198 by removing cemented rock walls, widening to the extent practical and restoring natural sloped banks.
- Maple Crossing Drainpipe (320± feet) from the east between 178/180 and 184/186 Maple Street, across Maple Street and west between 175/177 and 183/185 Maple.
- South Maple Street Swale Street (410± feet) from the north side of the access driveway for 5 Chambers Street north to the headwall behind 191/193 Maple Street by removing cemented rock walls, widening to the extent practical and restoring natural sloped banks.
- Continue South Maple Street Swale by removing 140± feet of existing 30 inch RCP and restoring swale to matching south swale cross section.
- North Maple Street Swale Street (410± feet) from behind 175/177 to 141/143 Maple Street by removing cemented rock walls, widening to the extent practical and restoring natural sloped banks.
- Linden Crossing Drainpipe (360± feet) from behind 175/177 to 141/143 Maple Street across Linden Street to behind 135 Linden Street.

8.4.1.1.2 Linden Street

This project includes daylighting existing drainpipe to restore natural stream and floodplain from behind 135 Linden Street across Blake Street (in a new culvert) then to a new headwall on the south side of Oak Street for a total of 1,250± feet.

8.4.1.1.3 Oak Street

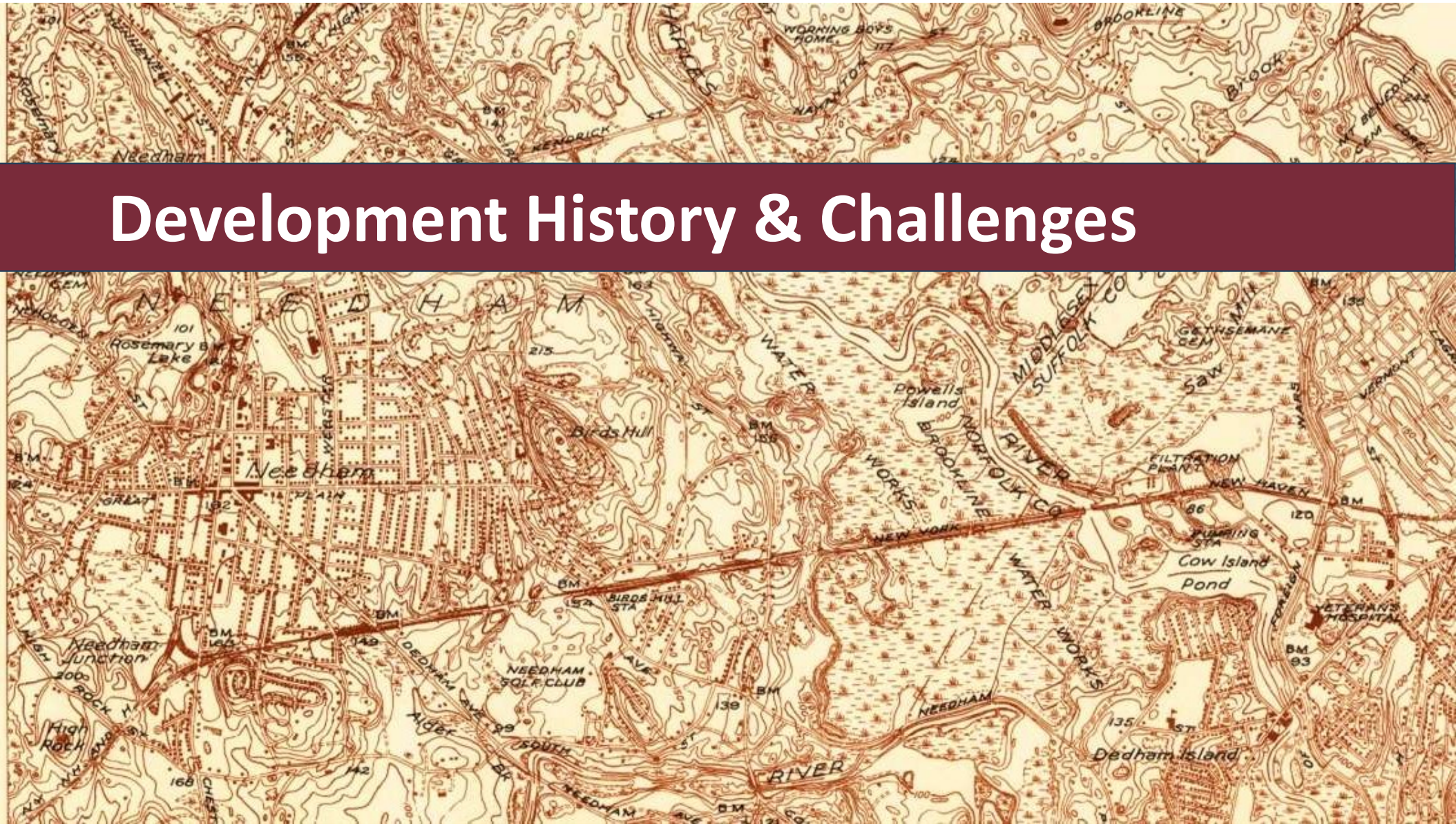
This project includes upgrading the drainage pipe in Oak Street from end of restored stream to the existing outlet across Marked Tree Road adjacent to Perry Drive (920± feet). It would also include upgrading the Perry Drive Swale to Rosemary Glen (350± feet) by removing cemented rock walls, widening to the extent practical and restoring natural sloped banks.



NEEDHAM STORMWATER

Needham Stormwater

1. Development History & Challenges
2. Flood Study
3. Recent Progress
4. Recommended Next Steps



Development History & Challenges

Post WW2 – Moving to Needham

- Proximity to Boston
- Railroad & Route 128
- Vibrant Community Life
- Safe Neighborhoods
- Strong Public Schools

139% growth from 1940-1970

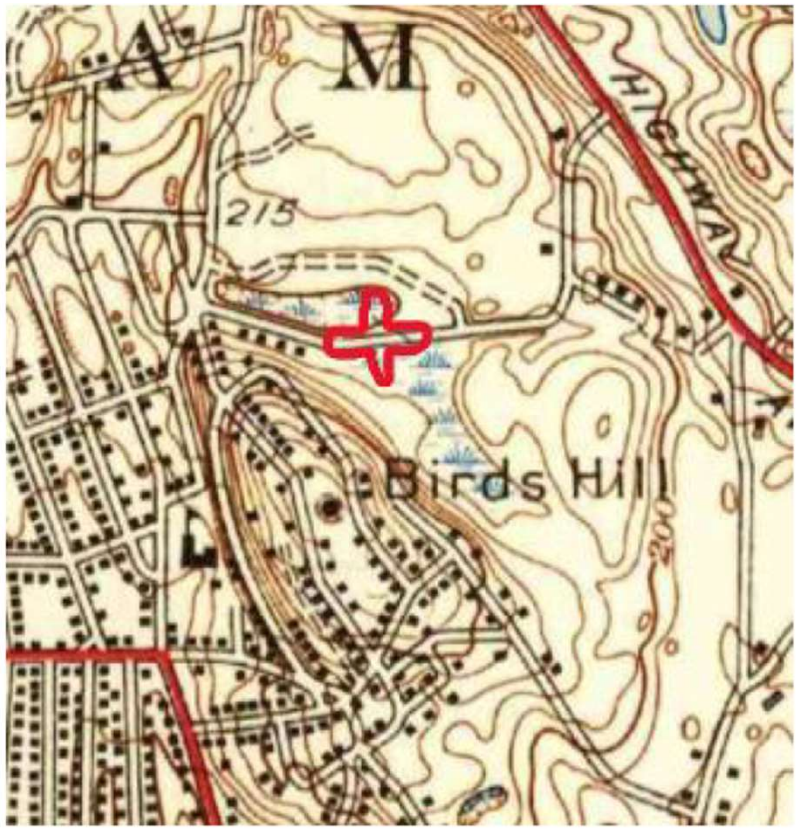
&

Construction with limited regulations

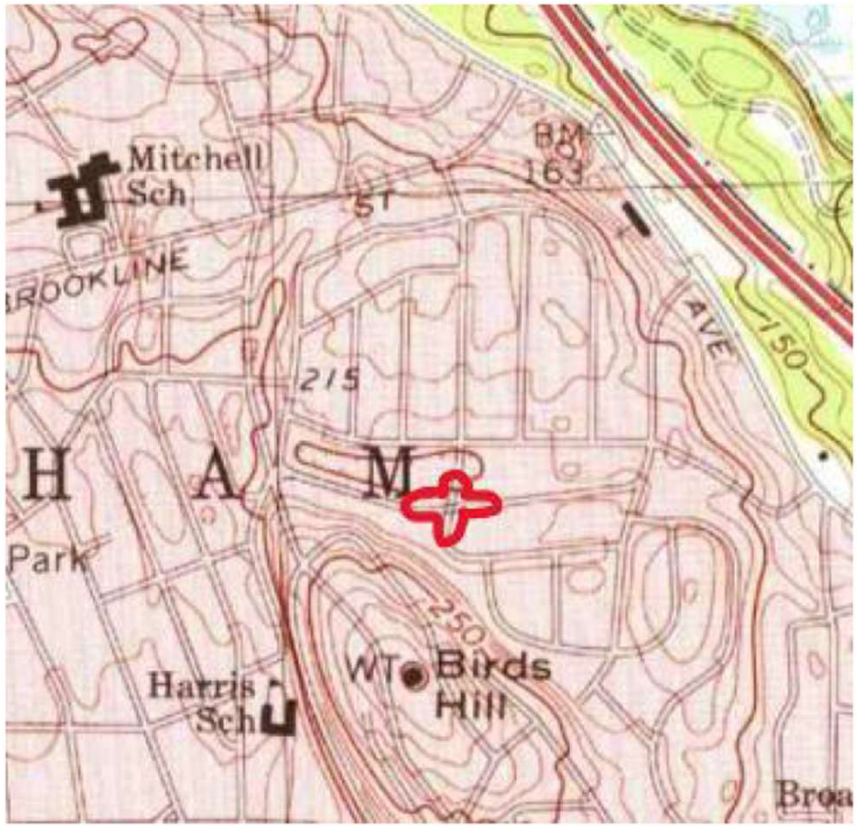
Building in Needham – Pre-1970

Wetlands Filled	Culverted Streams	Chanelized Streams
Inadequate Drainage	No Regulations	Lots of Pavement – Limited Mitigation

Wetlands Filled – Highgate & Woodledge

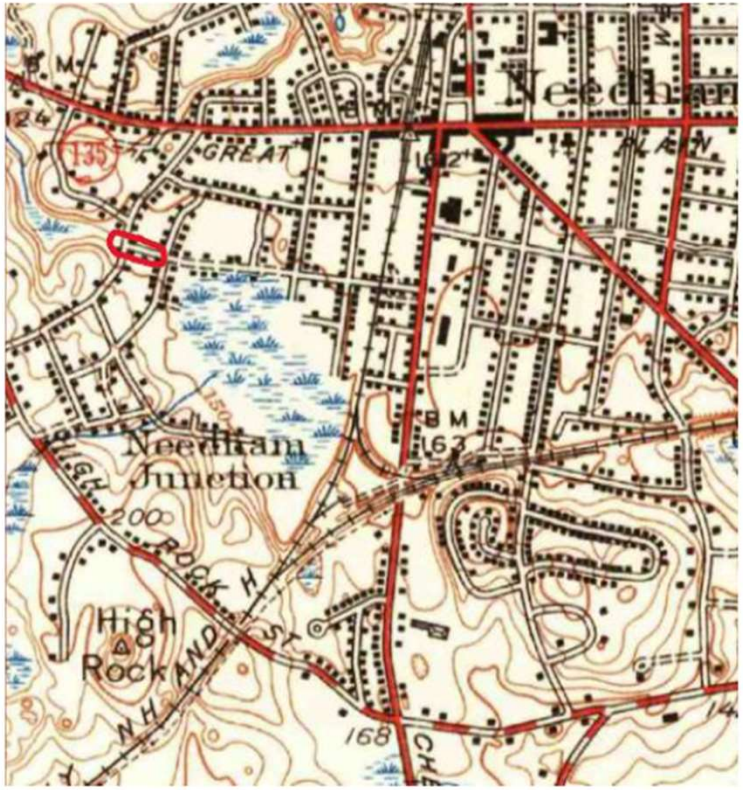


Newton 1946 Historic Map of Flood

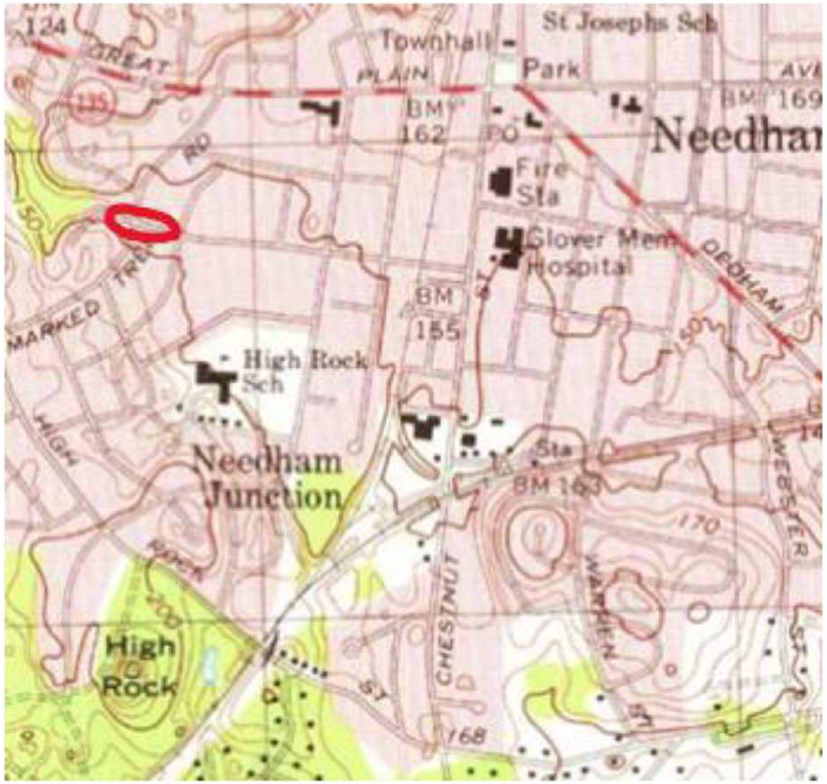


Newton 1970 Historic Map of Flood

Wetlands Filled – Linden & Maple



Newton 1946 Historic Map of Flood Area



Newton 1970 Historic Map of Flood Area

Culverted Streams – Limited Capacity





Channelized Streams – Limited Flood Storage





Lack of Drainage



Building in Needham – Today

Bigger = Better

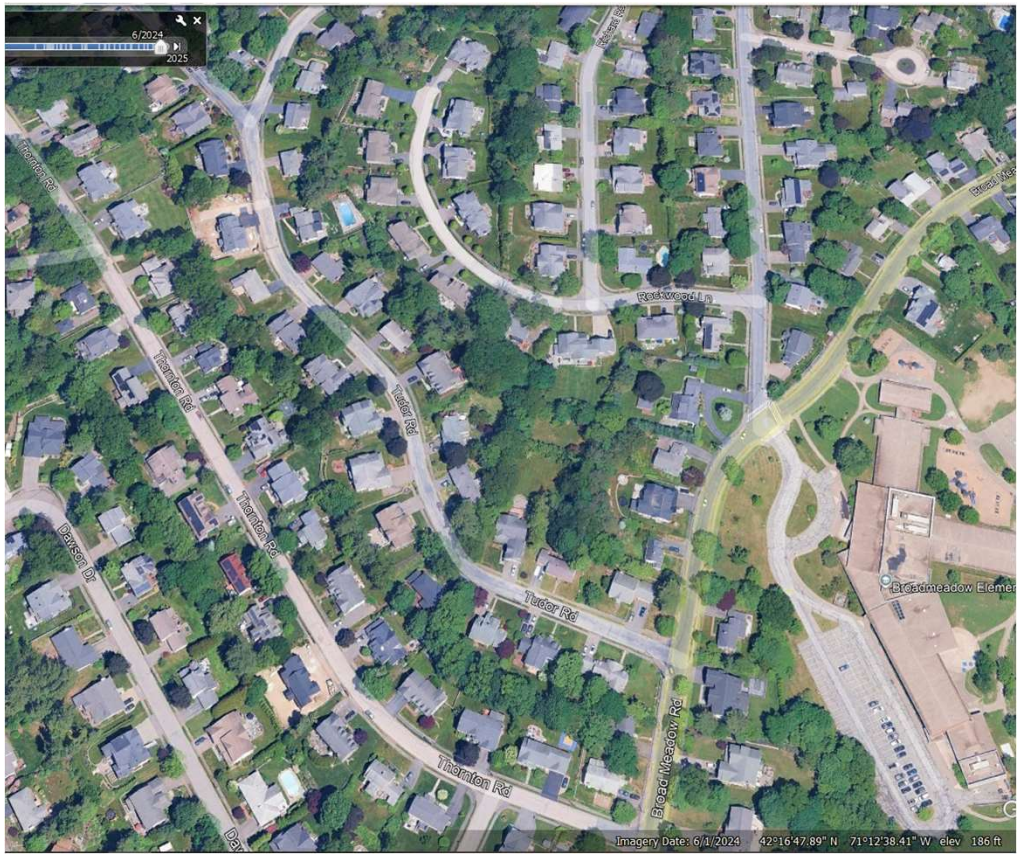
High Housing Demand

Climate Change

Full Development & Larger Homes – Increase Runoff



2000



Google Earth

2024

Climate Change – 2022 Massachusetts Climate Change Assessment

Current climate is the 1986-2005 era, the projection for 2070 is for a 20-year era centered on 2070. Maps show LOCA downscaled GCM projections at the 50th percentile across 20 LOCA GCMs that overlap with the GCMs used in the Stochastic Weather Generator.

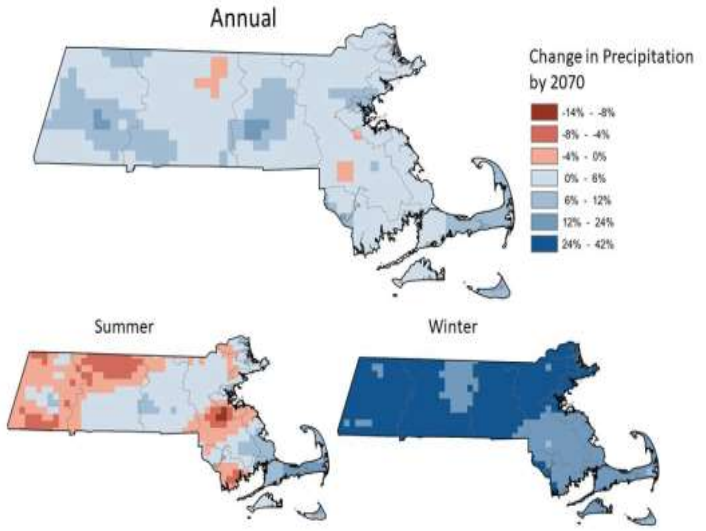


Figure 3-1 – Massachusetts Climate Assessment Future Precipitation Projections (Card et al.,2022)

- Increase in winter precipitation & decrease in summer precipitation
- Fewer rainy days, more intense storms

Projected Change in 10-yr Storm Event

Approximately 2.5-inch increase or approximately 50% increase in rainfall between now and 2070

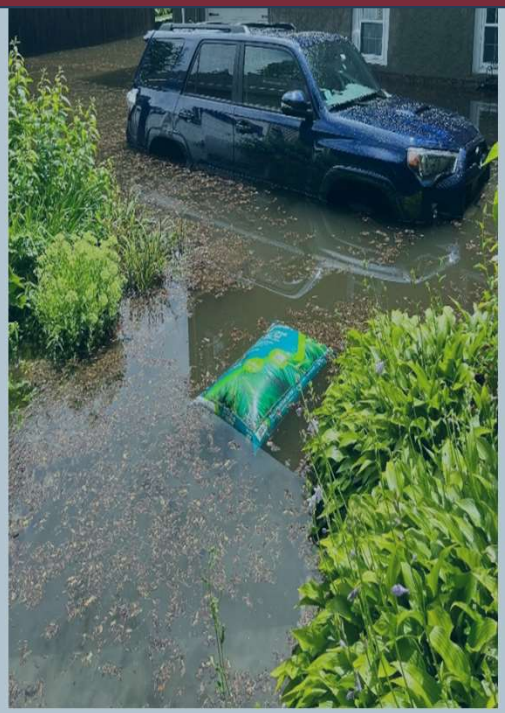
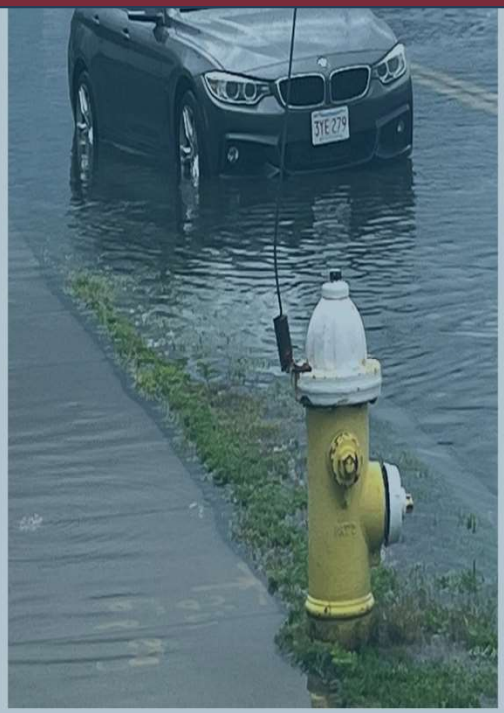
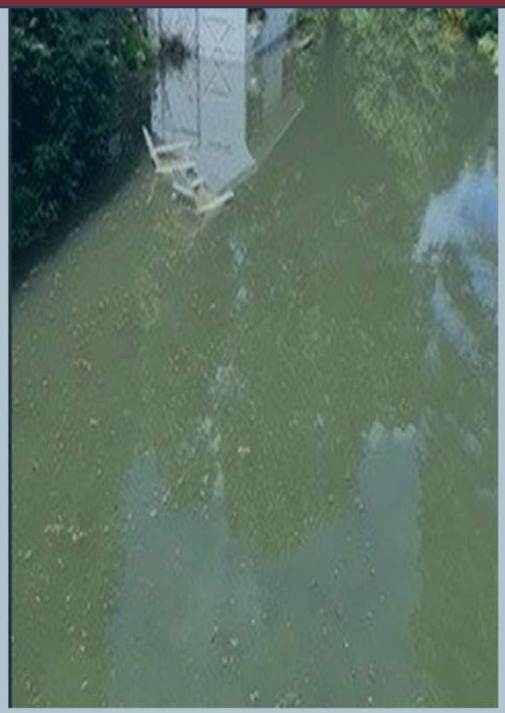
Current 10-year 24-hour storm event	Projected 10-year 24-hour storm event
4.60 inches[1]	7.07 inches[2]

[1]Based on Historical Design Standard TP-40 – Data from 1930s-1950s
[2]From Charles River Flood Model (CRFM) localized mean estimate






Flood Study


Townwide Flood Study Issues Identified



Filled Wetlands → Loss of Natural Flood Storage



Undersized Culverts → Overtop Roads & Flood Abutters



Channelized Streams → Loss of Natural Flood Storage

Townwide Flood Study Issues Identified

- Physical barriers (MBTA tracks)
- Inadequately Regulated Residential Construction
- Inadequate/Non-Existent Street Drainage Systems
- “Patchwork” Drainage Improvements Not Adequately Modeled

Townwide Flood Study Recommendations

No One Solution

It's taken **the accumulation of numerous major and seemingly small decisions over decades of development** that lead to the current flooding issues

It'll take **the accumulation of copious collaborative decisions over decades of improvements** to better manage the flooding issues

Townwide Flood Study Recommendations

Regulations Updates

- Evaluate and update redevelopment regulations
  - Currently only requires 1-inch retention
  - Tear downs add 20-40% impervious area
- Future 10-year storm event = 2.47 inches *higher* than TP-40

Stormwater System Mapping Updates

- 2026 – Stormwater Asset Management Grant
- Need before Hydrologic/Hydraulic models

Townwide Flood Study Recommendations

Public-Private Partnerships

- Reduce impervious surfaces
- Expanded infiltration/storage systems on private sites



Restore Flood Storage

- Identify properties to accept flooding
- Install subsurface storage/infiltration system

Townwide Flood Study Recommendations

Capital Improvement Projects

- Stormwater upgrades for **all capital projects**
- Increase system capacity

Drainage System Capacity Upgrades

- Develop hydrologic/hydraulic models
- Upgrade all drainage systems to accommodate 10-year storm

40 Potential Projects Including:

- **2** Bypass Systems
- **6** Hydrologic/Hydraulic Models
- **9** Subsurface Storage and Infiltration Systems
- **3** Commercial/Industrial Area Retrofits
- **11** Drainage System Capacity Upgrades
- **2** Structural Upgrades
- **3** Miscellaneous

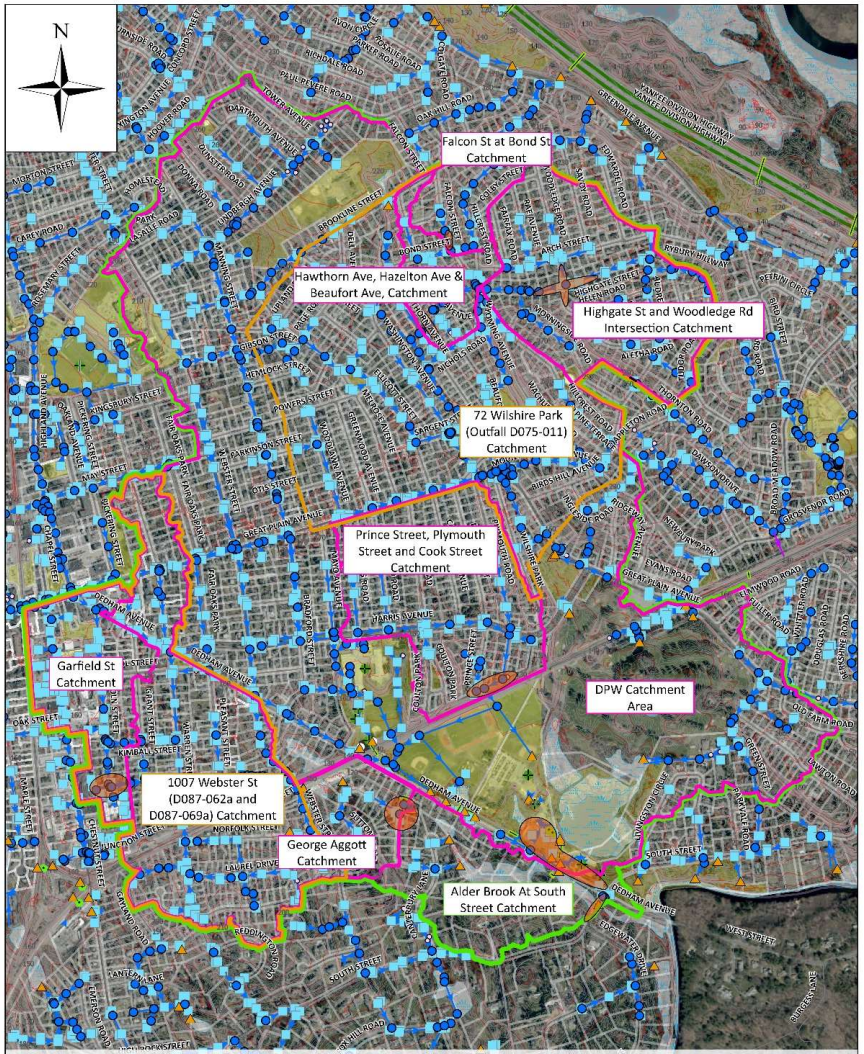


Figure 5.4-1
Watershed 4 - Alder Brook At South Street Catchment



Figure 5.5-1
Watershed 5 - 70 Grosvenor Road (Outfall D076-066a) Catchment



Figure 5.6-1
Watershed 6 - Outfall Behind 72 Wilshire Park (D075-011) Catchment

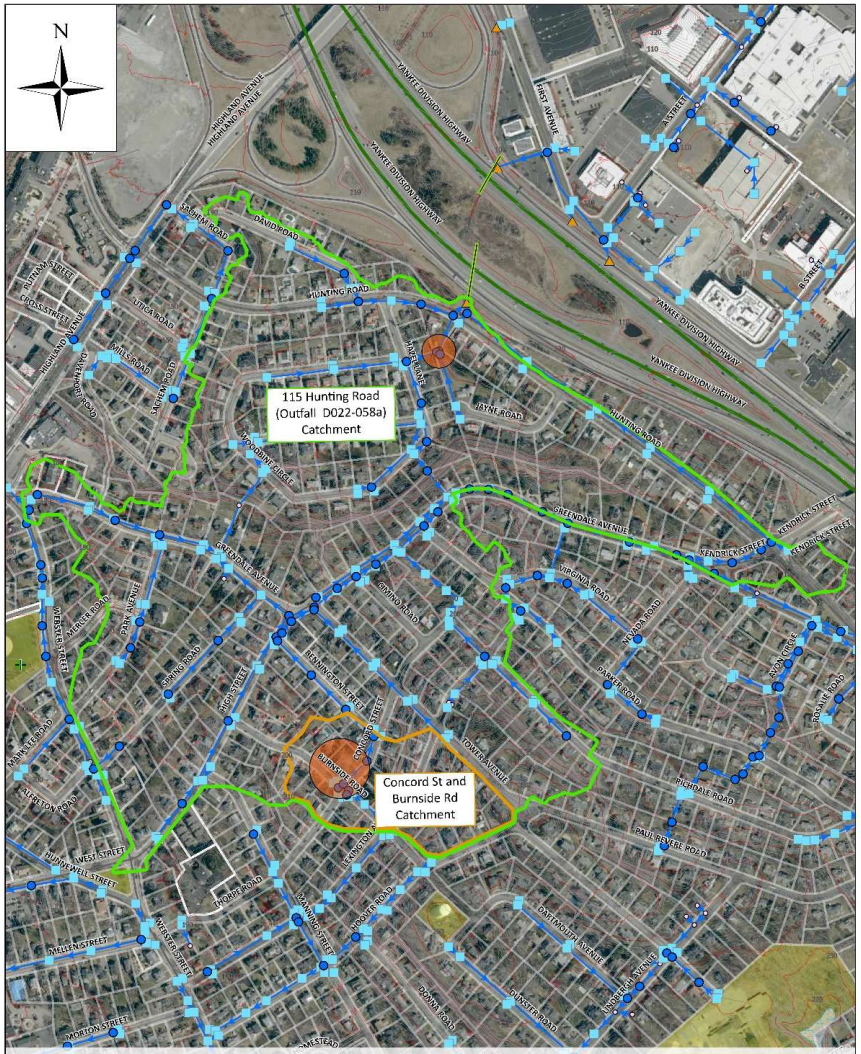


Figure 5.7-1
Watershed 7 - 115 Hunting Road (Outfall D022-058a) Catchment

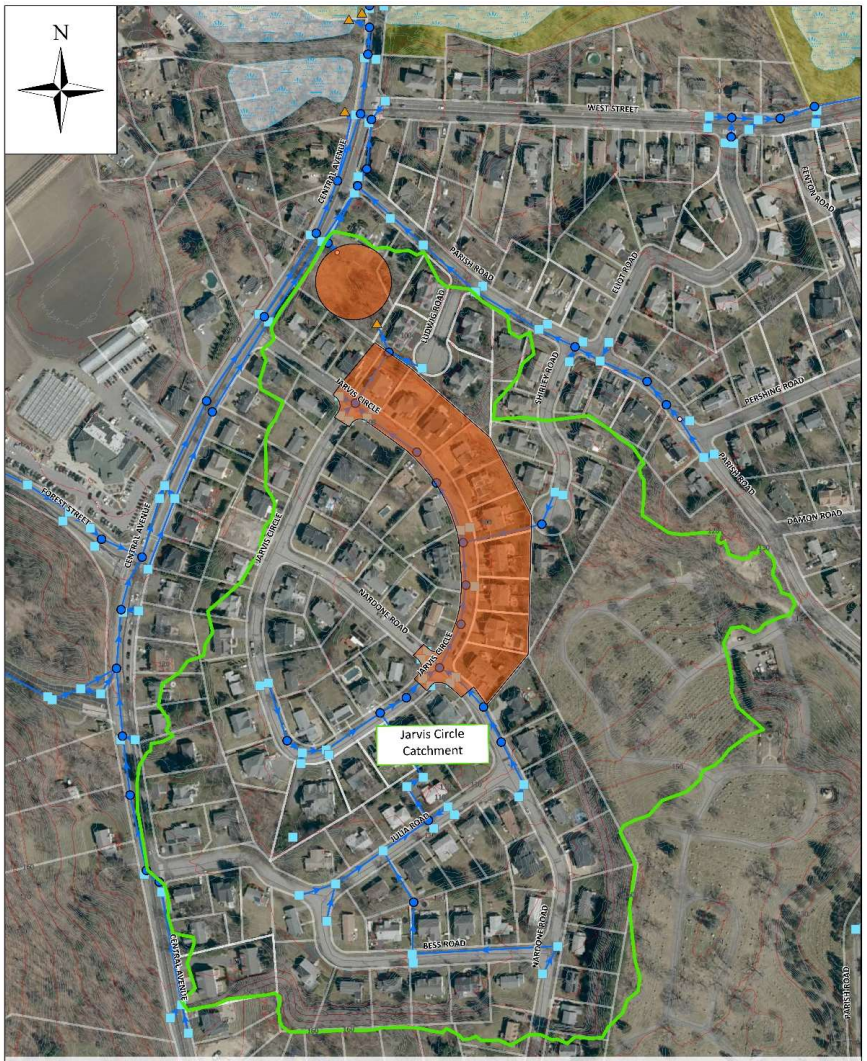


Figure 5.10-1
Watershed 10 - Jarvis Circle Catchment

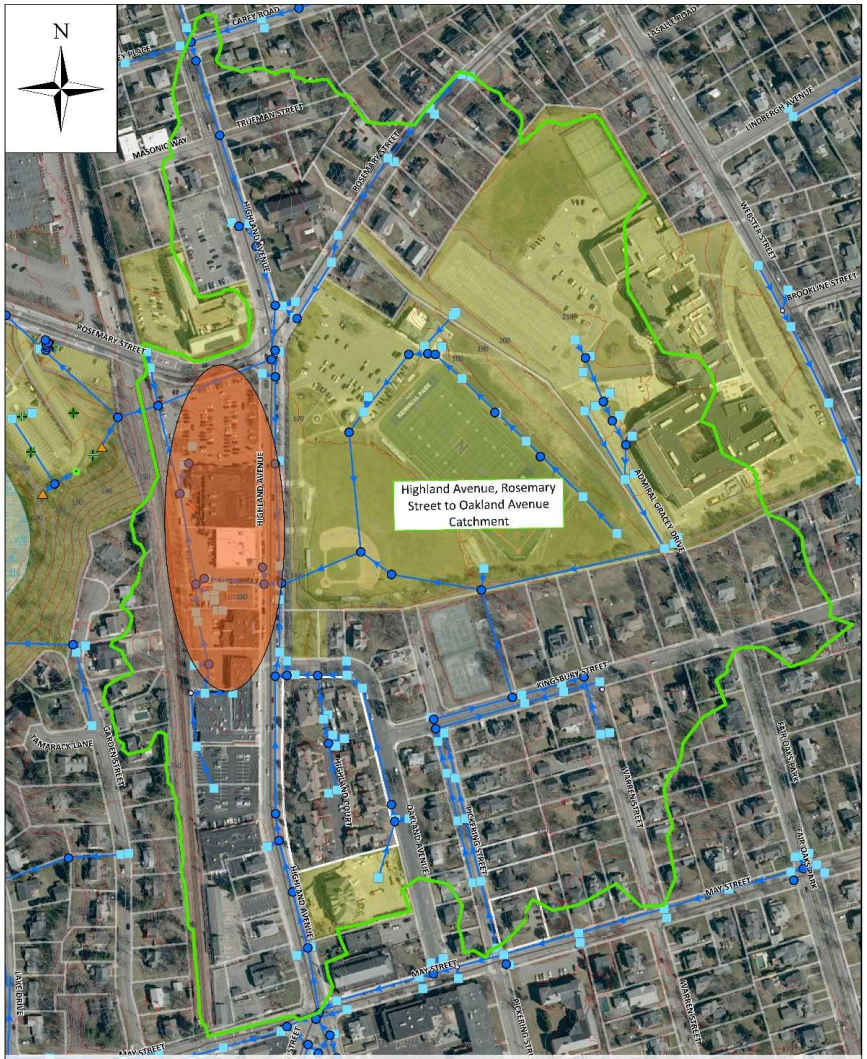


Figure 5.12-1
Watershed 12 - Highland Ave, Rosemary to Oakland Ave Catchment

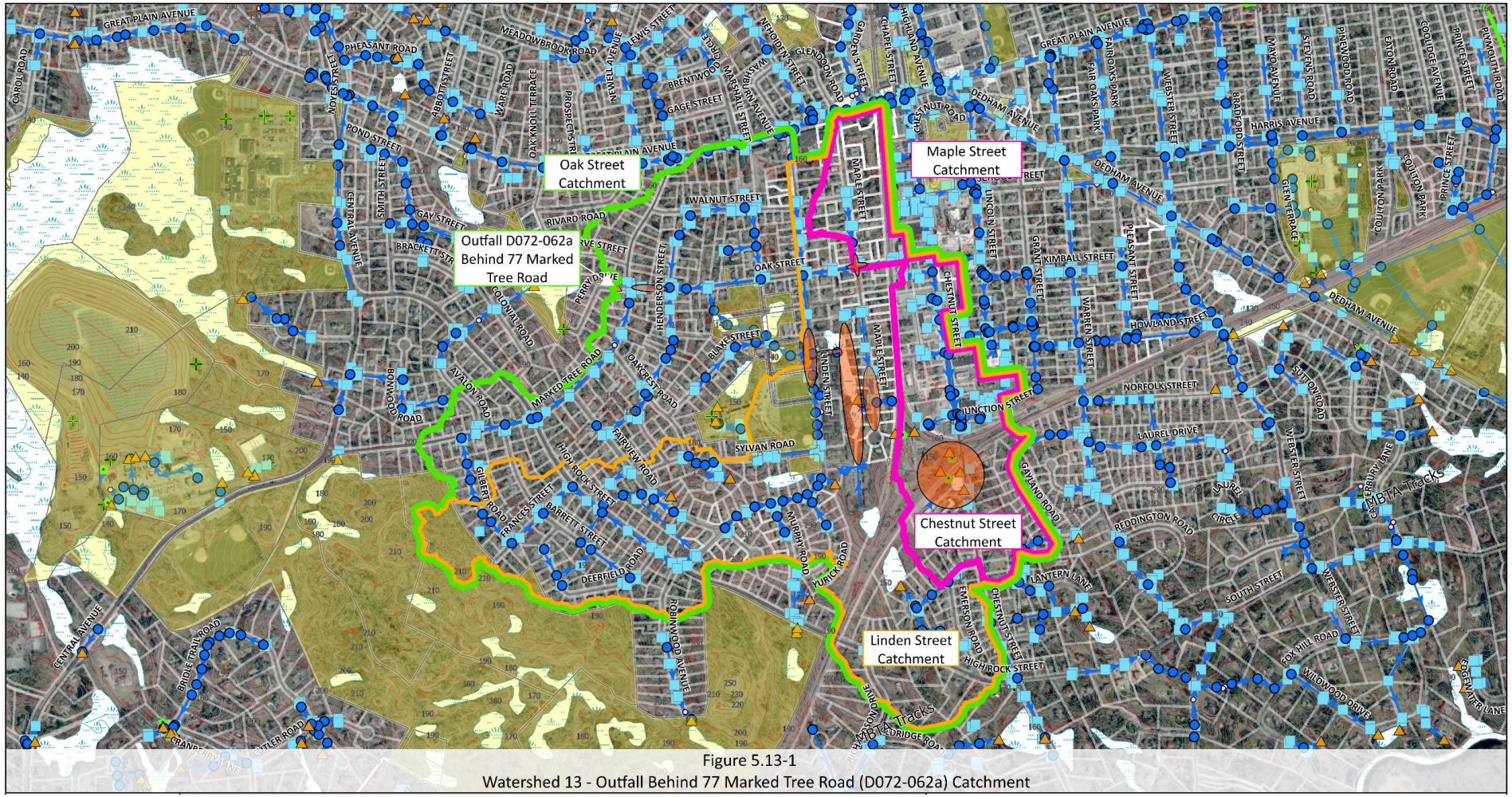
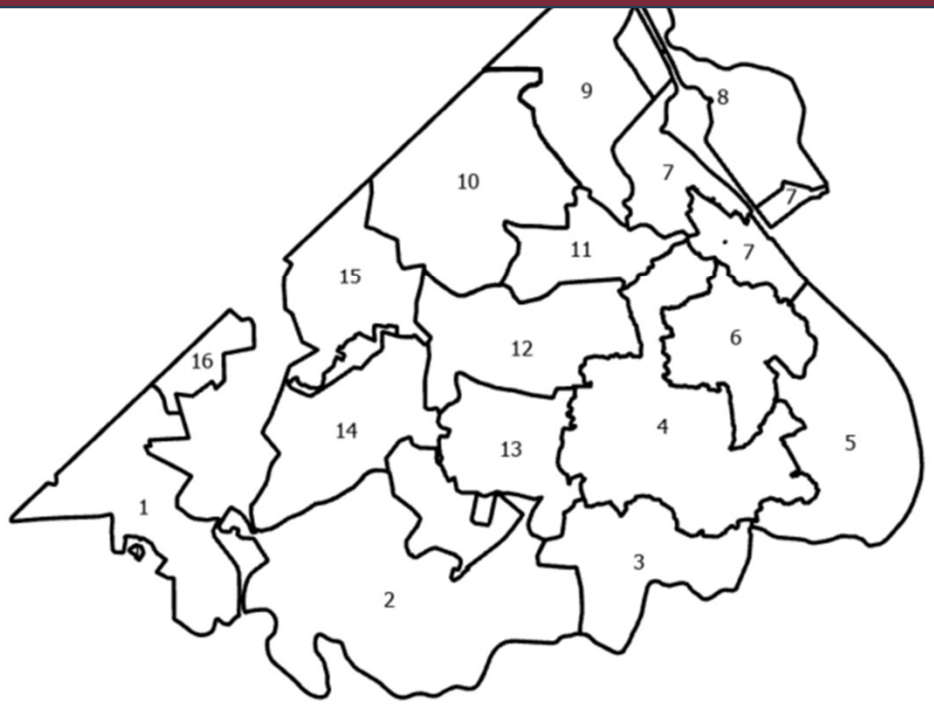


Figure 5.13-1
Watershed 13 - Outfall Behind 77 Marked Tree Road (D072-062a) Catchment

Recent Progress



Projects Completed

- Watershed Management Plan (2018)
- Watershed 2 Evaluation (2022)
- Stormwater Utility (2023)
- Watershed 2 Design (2024)
- Walker Pond/Gordon Field SCMs
- South St/Central Ave SCMs
- Watershed 4 & 6 Evaluation (2024)
- Townwide Flood Study (2024)



Projects Ongoing /Imminent

- MS4 Permit Catchment Investigations & Other Tasks
- George Aggott Road Culvert
- Stormwater Asset Management (Mapping Update)

Recommended Next Steps



New Approach to Stormwater Management

- Careful Review of All Development Projects
- Stormwater Management in **Every Project**
- Complete, accurate mapping
- Multi-purpose projects <- Flood **and** Phosphorus
- Funding for design and construction <- grants **and** allocation
- Pursue Non-Structural SCM for PLoad Reduction

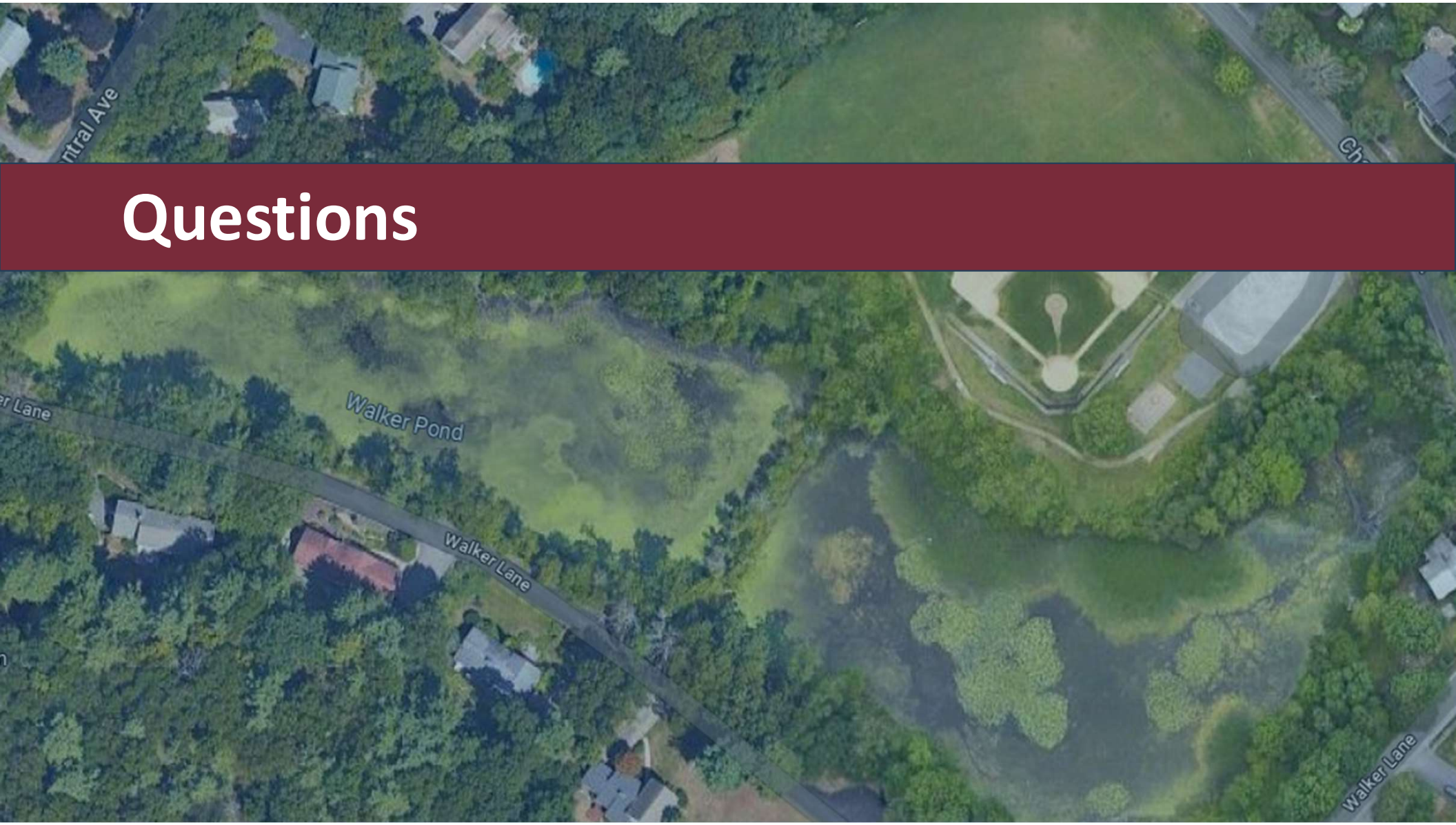
Potential Projects – Short Term

- Complete SW Mapping (AMG 2026)
- Model Watershed 13 (Grant 2026?)
- Design Linden St Improvements (Grant 2026-27?)
- Model Watershed 5 (2026)
- Design Broadmeadow School Storage/Infiltration
- Private SCM Inventory & Monitoring Program



Capacity Upgrades

Questions



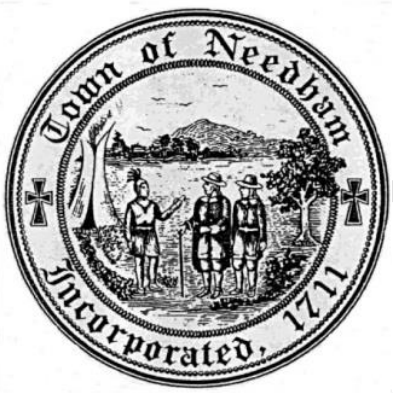
Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Call for and Open Special Town Meeting Warrant
Presenter(s)	Katie King, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will ask the Board to call for a Special Town Meeting to be held on Monday, October 20th and to open the Warrant for that meeting. The Board is scheduled to close the warrant on September 9th.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board vote to call for and open the warrant for the October 20, 2025 Special Town Meeting.	
3.	**BACK UP INFORMATION ATTACHED**
a. Draft Warrant – 8/12/2025	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

Draft- 8.14.2025

MONDAY, OCTOBER 20, 2025

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft - 8.12.2025

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWENTIETH DAY OF OCTOBER 2025

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

HUMAN RESOURCES ARTICLES

FINANCE ARTICLES

ARTICLE X: APPROPRIATE FOR INFILTRATION AND INFLOW

To see if the Town will vote to raise and/or transfer and appropriate a sum for infiltration and inflow improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from XX; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR MATCHING FUNDS FOR STATE REVOLVING FUND DRAINAGE GEOGRAPHIC INFORMATION SYSTEM UPDATES

To see if the Town will vote to raise and/or transfer and appropriate a sum for drainage geographic information system updates, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from XX; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2026 OPERATING BUDGET

Draft - 8.12.2025

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Operating Budget adopted under Article 13 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2026 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Sewer Enterprise Fund Budget adopted under Article 14 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201D	MWRA Assessment	$7,445,411	$7,763,087

And to meet this appropriation that $317,676 be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article is to provide funding for the increase in the MWRA sewer assessment that was approved at the May 5, 2025 Annual Town Meeting in the amount of $317,676. The Town received the final assessment after the adoption of the Sewer Enterprise Fund budget. The MWRA budget line was level funded in May. The net change in the MWRA assessment from last year is 4.3%.

ARTICLE X: AMEND THE FY2026 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and thereby supersede certain parts of the fiscal year 2026 Water Enterprise Fund Budget adopted under Article 15 of the 2025 Annual Town Meeting by reducing the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Draft - 8.12.2025

Line Item	Appropriation	Changing From	Changing To
301D	MWRA Assessment	$1,212,985	$1,776,283

And to meet this appropriation that $563,298 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Similarly to the Sewer Enterprise Fund Budget article, this article is to provide funding for the increase in the MWRA water assessment that was approved at the May 5, 2025 Annual Town Meeting in the amount of $563,298. The Town received the final assessment after the adoption of the Water Enterprise Fund budget. The MWRA budget line was level funded in May. The net change in the MWRA assessment from last year is 46.4%. This is reflective of the increased amount of MWRA water used by Needham during calendar year 2024.

ARTICLE X: APPROPRIATE FOR UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and/or transfer and appropriate, or otherwise provide a sum for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

Department	Vendor	Description of Goods/Services	Fiscal Year	Amount
				$

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation.

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

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding and supporting public, educational, and government (PEG) programming provided by the Needham Channel, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the PEG Access and Cable Related Fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The purpose of this article is to appropriate funds to make payments to the Needham Channel during the year. Included in every cable bill from the cable operators is a line item to provide for the costs of local cable television services. These monies are retained in a special revenue account (Public,*

Draft - 8.12.2025

Educational, and Governmental (PEG) Access and Cable Related Fund) created pursuant to the provisions of Massachusetts General Laws Chapter 44, section 53F¾ and approved at the May 8, 2023 Special Town Meeting under Article 10, and are to be used to support local cable programming for the Town's PEG channels. These funds will be used to continue these informational and educational services, which may include, but are not limited to, equipment purchases, contracted services, construction services, and labor expenses.

ZONING/LAND USE ARTICLES

ARTICLE X: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNITS

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

X

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDED THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR QUIET ZONE CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of constructing a Quiet Zone, including all costs incidental or related thereto; and said amount to be expended under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative hereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

ARTICLE X: AMEND GENERAL BY-LAW – DOG LICENSES

Draft - 8.12.2025

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

X

Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW – STORMWATER

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

X

Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Y; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Use of the monies in the Fund may only be approved by Town Meeting appropriation. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of Month DD, 2025 was $X.

ARTICLE X: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

Draft - 8.12.2025

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from XX; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of Month DD, 2025 was $X.

Draft - 8.12.2025

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 9th day of September, 2025.

_____
Heidi Frail, Chair

_____
Catherine R. Dowd, Vice Chair

_____
Joshua W. Levy, Clerk

_____
Marianne B. Cooley, Member

_____
Kevin Keane, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY
Attest:
Constable:

Draft - 8.12.2025

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Recycling and Transfer Station Hours
Presenter(s)	Katie King, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Select Board vote to set the following public hours for the Recycling and Transfer Station on a year-round basis:

Tuesday	7:00 a.m. – 4:00 p.m.
Wednesday	7:00 a.m. – 4:00 p.m.
Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. – 12:00 p.m.
Saturday	7:00 a.m. – 4:00 p.m.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to set the following public hours for the Recycling and Transfer Station on a year-round basis beginning September 1, 2025:

Tuesday	7:00 a.m. – 4:00 p.m.
Wednesday	7:00 a.m. – 4:00 p.m.
Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. – 12:00 p.m.
Saturday	7:00 a.m. – 4:00 p.m.

3. BACK UP INFORMATION ATTACHED

a. Memorandum to the Select Board from Katie King dated August 8, 2025

MEMORANDUM

TO:	Select Board
FROM:	Katie King, Town Manager KK
CC:	David Davison, Deputy Town Manager/Director of Finance; Tatiana Swanson, Director of Human Resources; Carys Lustig, Director of Public Works
SUBJECT:	Recycling and Transfer Station Hours
DATE:	August 8, 2025

In 2019, the Town of Needham adopted a "summer hours" program, whereby certain Town offices were open to the public more hours Monday – Thursday followed by a shorter day on Friday. The program applied primarily to Town Hall, the Public Services Administration Building (PSAB), and Department of Public Works (DPW) operations staff. Employees in other buildings were able to participate based on the needs of the department.

In 2024, the Select Board approved a change in the core office hours for Town Hall, PSAB, and the Rosemary Recreational Complex, essentially extending a modified version of these "summer hours" year-round. At that time, the prior Town Manager recommended that we continue to discuss options for DPW employees, including staff at the Recycling and Transfer Station (RTS). Those discussions continued and have led to this proposed change in the core hours the RTS is open to the public:

RTS Schedule	Tuesday	Wednesday	Thursday	Friday	Saturday
Current Sept – May	7:30a – 4:00p	7:30a – 4:00p	7:30a – 4:00p	7:30a – 4:00p	7:30a – 4:00p
Current June - August	7:30a – 4:00p	7:30a – 4:00p	7:30a – 4:00p	7:30a – 12:00p	7:30a – 4:00p
Proposed Year-Round	7:00a – 4:00p	7:00a – 4:00p	7:00a – 4:00p	7:00a – 12:00p	7:00a – 4:00p

Under the proposed schedule, the RTS would be open to the public 41 hours per week. Compared to the current schedule, this is 1.5 hours less per week for 9 months out of the year but is 2.5 hours more per week compared to the 3 summer months. In total, the number of hours the facility would be open to the public is 22 hours fewer per year (25 minutes per week) under the proposed schedule compared to the current schedule.

While this is a tradeoff, the benefits of the adjusted year-round schedule include: an anticipated increase in the Town's ability to recruit and retain staff, more staff coverage when the facility is open, additional time when staff are working but the facility is closed to allow for ongoing maintenance, and a consistent schedule to reduce confusion around seasonal changes for utilizers of the RTS.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Town Manager's Report
Presenter(s)	Katie King, 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: 8/12/2025

Agenda Item	Select Board Goal Setting FY2026 – 2027
Presenter(s)	Board Discussion

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

The Board will discuss the FY2026 – 2027 goals and initiatives. The Town Manager will recommend that the Board adopt the goals and initiatives as presented.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board vote to adopt its vision, goals, and initiatives for FY2026 – 2027.

3.	**BACK UP INFORMATION ATTACHED**

a. Recommended Select Board FY 2026-2027 Vision and Goals Statement
b. FY2026-2027 Initiatives Notes from Retreat 7/26/2025
c. Select Board 0 – 18 Month Initiatives with Prioritization
d. Town of Needham Chapter 40B Guidelines, October 2012
e. Town of Needham General Bylaw Section 3.8, Noise Bylaw
f. Select Board Protocol for Appointments, 2022
g. MGL C.41 Sections 69C-F – Board of Public Works

RECOMMENDED DRAFT

Select Board Vision & Goals
FY2026 - 2027

VISION: Needham is a safe and welcoming town that people are proud to call home, where neighbors care, respect differences, and contribute to the global community.

PURPOSE: The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Healthy and Socially Thriving

Needham residents enjoy plentiful recreational, cultural, and educational opportunities in an environment that upholds human rights, celebrates diversity, and fosters a sense of connection among neighbors, thus strengthening their bond to the community they proudly call home. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups;
- Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community;
- Values public art;
- Encourages physical health and wellness amongst the whole community, including active lifestyles and community nutrition;
- Supports positive mental health throughout the community, including a range of behavioral health services and harm reduction strategies; and
- Provides guidance and support to assist residents as they access the social safety net, including SNAP, Medicaid enrollment, and other programs.

GOAL #2: Economically Vital

Needham welcomes investment in local businesses and has a thriving local economy that contributes to a growing local tax base to support desirable community amenities and programs. Needham:

- Has a growth mindset and encourages business development and redevelopment;
- Supports an environment for creativity, innovation, and entrepreneurship;
- Promotes a well-educated, skilled, and diverse work force that meets employers' needs;
- Fosters a collaborative and resource-rich regional business climate;
- Attracts, sustains, and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members; and
- Supports financial security and economic opportunity.

GOAL #3: Livable

Needham values diversity and a broad spectrum of housing options. The community is supported by well-maintained public infrastructure and desirable amenities that accommodate a variety of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play;
- Supports an increase of housing, including a variety of types and price points;
- Provides high-performing, reliable, affordable public infrastructure and Town services;
- Encourages and appropriately regulates sustainable development; and
- Supports and enhances neighborhood livability and accessibility for all members of the community.

GOAL #4: Accessible and Connected

In Needham, people can easily and affordably travel to their desired destinations without relying solely on cars. Needham:

- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections;
- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options;
- Applies Complete Street principles to evaluate and prioritize bicycle and pedestrian safety;
- Coordinates with state and federal leaders to ensure access to safe, reliable, affordable and efficient public transit;
- Provides effective infrastructure and services that enables people to connect with the natural and built environment; and
- Promotes transportation options to remain an age-friendly community.

GOAL #5: Safe

Needham is a welcoming and inclusive community that fosters personal and community safety. Needham:

- Provides public safety in a manner consistent with community values;
- Provides comprehensive advanced life support level care and establishes Needham as a HeartSafe community;
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters;
- Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places;
- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive; and
- Prioritizes emergency planning and training for Town staff and the community to increase our collective preparedness and resilience.

GOAL #6: Responsibly Governed

Needham has an open and accessible Town government that fosters community engagement and trust while providing excellent municipal services. Needham:

- Models stewardship and sustainability of the Town's financial, human, information, and physical assets;
- Invests in making Town-owned buildings safe, functional, and accessible to all;
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis;
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality service in all municipal business;
- Supports, develops, and enhances relationships between the Town and community and regional partners;
- Proactively reviews and updates Town policies and regulations and ensures compliance;
- Promotes collaboration between boards and committees;
- Values the local government workforce;
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; and
- Prioritizes acquisition of strategic parcels.

GOAL #7: Environmentally Sustainable

Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. Needham:

- Combats the climate crisis;
- Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy;
- Encourages the efficient use of natural resources; and
- Protects and enhances the biodiversity and vitality of ecological systems.

Notes from 7/26/2025 Select Board Goals Retreat

Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item
1	0 - 18 months	Develop and plan community celebration to take place on the Town Common.
3	0 - 18 months	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.
4	0 - 18 months	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.
11	0 - 18 months	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).
13	0 - 18 months	Evaluate next steps for use of the Stephen Palmer Building.
14 + 66	0 - 18 months	Evaluate the role and composition of the Affordable Housing Trust, including an analysis of the considerations if the Town were to issue bonds and/or loans to non-Town entities. [reworded from prior year]
16	0 - 18 months	Encourage and participate in the Planning Board's large house review.
18 + 71	0 - 18 months	Partner with the School Committee and Permanent Public Building Committee to advance the Pollard construction project through the MA School Building Authority process, including community engagement efforts and financial planning and analyses. [reworded from prior year]
19	0 - 18 months	Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.
20	0 - 18 months	Upgrade Town Seal to improve graphic quality and historical accuracy.
23	0 - 18 months	Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.
26	0 - 18 months	Update parking payment technologies to allow for credit card and/or app-based payments.
27	0 - 18 months	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2 (Envision Needham Center): Great Plain Avenue from Warren Street to Linden Street.
31	0 - 18 months	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.
34	0 - 18 months	Review and update Select Board policies as appropriate.
37 + 63	0 - 18 months	Advance the DPW facilities master plan (phased renovation/construction). Explore alternative facilities planning for DPW, if impacted by Pollard construction site. [reworded from prior year]
39	0 - 18 months	Implement successor agreements for expiring contracts.
40	0 - 18 months	Identify and implement strategies to protect the Town's tree canopy.
42	0 - 18 months	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation.

Notes from 7/26/2025 Select Board Goals Retreat

Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item
43	0 - 18 months	Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity.
49	0 - 18 months	Update the Town's parking regulations and permit program (including permit rules, time/day regulations, active curb uses and pricing).
53	0 - 18 months	Review and advance recommendations from the General Bylaw Review Committee.
54	0 - 18 months	Implement the FY2026 - 28 IT Strategic Plan, including cybersecurity initiatives.
56	0 - 18 months	Achieve compliance with website accessibility requirements by April 2027.
57	0 - 18 months	Successfully implement enterprise-wide financial applications software.
65	0 - 18 months	Add additional public parking options through public/private agreements and partnerships and partnering with the MBTA.
67	0 - 18 months	Provide trainings for the Select Board including deescalation and emergency management.
70	0 - 18 months	Advance the Highland Avenue roadway project onto the TIP.
73	0 - 18 months	Create a communications/community engagement toolkit for Town projects, including a matrix for categorizing projects by levels of engagement, pairing each category with relevant strategies and templates, and providing guidance to staff and boards/committees on setting project timelines and milestones.
74	0 - 18 months	Advance a Home Rule Petition to allow for digital posting of legal notices in place of newspaper publication.
78	0 - 18 months	Develop a communications protocol for the Select Board.
86	0 - 18 months	Review voting locations
33	18 - 36 months	Review and update the Sign Bylaw.
47	18 - 36 months	Launch a Civics Academy to introduce Needham residents to all facets of local government
50	18 - 36 months	Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.
21	Budget	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.
30	Budget	Capital Facilities: CATH upgrades (including additional parking).
38	Budget	Capital Facilities: Library phased renovations.
72	Budget	Increase staff capacity for communications and community engagement responsiblities.
12	Completed	Work with the Planning Board on next steps related to the MBTA Communities Act.
28	Completed	Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt.
41	Completed	Develop Town Zero Emission First policy.

Notes from 7/26/2025 Select Board Goals Retreat

Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item
45	Completed	Establish regulations to prohibit non-electric vehicles parking in EV charging spots.
46	Completed	Recommend community energy aggregation
17	For future consideration	Explore renaming Hemlock Gorge to Nehoiden's Grant.
24	For future consideration	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.
25	For future consideration	Evaluate expansion of snow and ice removal efforts, including sidewalk plowing strategies.
29	For future consideration	Evaluate the possibility of developing a Community Master Plan. Develop an inventory of Town long-range plans and identify overlaps and conflicts, including other Boards of jurisdictions.
76	For future consideration	Explore building housing w/a parking garage in the Chapel Street lot through a public/private partnership.
77	For future consideration	Study the results of a voluntary initiative by landscapers to trial electric equipment. Discuss need for full or partial ban of gas leafblowers.
2	Operationalized	Outreach to various identity network groups and ask to meet with them and attend events to understand the work they do and the community they serve.
5	Operationalized	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees, measure progress.
6	Operationalized	Complete the Equity Audit, clarify objectives, and determine next steps.
7	Operationalized	Conduct Board and Committee member orientation sessions to include the Town’s race equity vision statement.
8	Operationalized	Develop a plan for a community observance of Juneteenth.
9	Operationalized	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.
10	Operationalized	Convene NUARI to discuss progress on strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.
22	Operationalized	Improve trailhead access to ensure clear and accessible access.
32	Operationalized	Evaluate enhanced benefits to assist in the Town’s recruitment and retention efforts.
36	Operationalized	Explore options for evaluating Town Counsel.
55	Operationalized	Maintain equitable ambulance rates in Needham in alignment with regional standards and consistent with comparable municipalities.
58	Operationalized	Continue staff recruitment and retention efforts, including analyses of staffing levels and classfication/compensation system.
59	Operationalized	Update the Town's 2020 Hazard Mitigation Plan to inform decision-making about community resilience, public safety, and infrastructure development.

Notes from 7/26/2025 Select Board Goals Retreat

Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item
60	Operationalized	Conduct active threat drills in all Town facilities, develop After-Action Reports and Improvement Plans to inform future maintenance plans.
68	Operationalized	Reduce Inflow & Infiltration by tackling illegal sewer/drain hookups.
52	Refer to Council of Economic Advisors	Evaluate Chestnut Street redevelopment.
64	Refer to Council of Economic Advisors	Create an economic development strategic plan for the Town.
100	Refer to Council of Economic Advisors	Advocate to MassDOT to change the nomenclature on 128 exit signs to Needham Crossing.
61	Refer to Health & Human Services	Review the Town's Accessibility Self-Audit and develop a process to prioritize the recommendations provided, to inform future plans.
62	Refer to Health & Human Services	Expand training and technical assistance about composting to food service establishments and encourage voluntary compliance with the state's food waste diversion goals.
90	Refer to Health & Human Services	Provide training and technical assistance to food service establishments, with appropriate language translation and interpretation, to assist those establishments in meeting ever-evolving food safety practices.
91	Refer to Health & Human Services	Expand access to safe and healthy food to members of the community, and invest in nutrition programs specifically targeted for seniors, the disabled, and those residents with the most limited resources.
92	Refer to Health & Human Services	Expand availability of pre-rental housing inspections to ensure that housing units in Needham meet the state Housing Code.
93	Refer to Health & Human Services	Re-activate the Town's Hoarding Task Force and identify strategies to assist residents with housing and mental health challenges.
94	Refer to Historic Commission	Identify and implement strategies to preserve both historic and smaller houses.
95	Refer to Historic Commission	Update the Town's Preservation Plan.
44	Refer to Sustainability Manager/Climate Action Committee	Establish a comprehensive Climate Communications Strategy to engage community members and organizations in the implementation of climate actions and continuous evolution of the Climate Action Roadmap.
88	Refer to Town Clerk	Do a walk-by of properties that are vacant on Street Listing to verify that they are still vacant and otherwise update for census.
89	Refer to Town Clerk	Review Street Listing and Voter Registration and develop a methodology to better capture rental unit turnover in apartment buildings in Needham.

Notes from 7/26/2025 Select Board Goals Retreat

Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item
15	Refer to Town Manager	Evaluate expansion of off-leash dog areas.
51	Refer to Town Manager	Consider further opportunities for reducing plastic use in Needham.
75	Refer to Town Manager	Revisit the recommendations for Town action from the NUARI Focus groups.
81	Refer to Town Manager	Consider goals and strategies for undergrounding wires and eliminating poles.
84	Refer to Town Manager	Review number and structure of Select Board committees and make recommendations for potential consolidation, reduction, or reassignment to Select Board designees.
85	Refer to Town Manager	Implementing guidelines for staff to respond to ad-hoc queries from residents. This may include the person who should be responding (which may not necessarily be the same person to whom a query is addressed) and the timeframe for a response.
96	Refer to Town Manager	Recommend an increase in the Older Citizens Tax Deferral (Clause 41A) income cap.
35	Remove	Evaluate options for enhanced data collection by Town Departments to assist the Board in reviewing and evaluating progress toward goals.
82	Remove	Identify enforcement options for Grant of Location violations and create a policy for implementation, if necessary.
83	Remove	Review and adjust Select Board stipends.
97	Remove	Establish a new committee to explore community programming through the summer & fall months around town.
98	Remove	Create greater awareness in town about Accessory Dwelling Units (ADUs).
99	Remove	Advance zoning reforms (in addition to the MBTA Communities Act) to promote development of multifamily housing.
48	Remove	Pilot converting some on-street parking spaces for more active curb use (e.g., short customer visits, active loading areas).
101	Remove	Add weatherproof Town message boards/glass cases (digital or print) at key locations around town and actively manage and update messaging in them at least monthly.
69	tbd - August SB Meeting	Update Needham's friendly 40B guidelines. https://needhamma.gov/DocumentCenter/View/8166/40B-Guidelines-FINAL?bidId=
79	tbd - August SB Meeting	Update the Town's Noise Bylaw.
80	tbd - August SB Meeting	Review the Select Board's committee appointment policy.
87	tbd - August SB Meeting	Consider adoption of M.G.L Chapter 41 §§69C-69F (Board of Public Works)

Goal Area	Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item	Priority (SB Priority: 1 - 2 members identified it as a top 1-5 goal; TOP priority: 3 or more members identified it as a top 1-5 goal)	Tier 1 - 3 (with 1 being the highest priority)
3- Livable	13	0 - 18 months	Evaluate next steps for use of the Stephen Palmer Building.	TOP Priority	1
3- Livable	18 + 71	0 - 18 months	Partner with the School Committee and Permanent Public Building Committee to advance the Pollard construction project through the MA School Building Authority process, including community engagement efforts and financial planning and analyses. [reworded from prior year]	TOP Priority	1
6 - Responsibly Governed	54	0 - 18 months	Implement the FY2026 - 28 IT Strategic Plan, including cybersecurity initiatives.	TOP Priority	1
7 - Environmentally Sustainable	43	0 - 18 months	Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity.	TOP Priority	1
4 - Accessible & Connected	23	0 - 18 months	Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.	Select Board Priority	1
4 - Accessible & Connected	70	0 - 18 months	Advance the Highland Avenue roadway project onto the TIP.	Select Board Priority	1
6 - Responsibly Governed	57	0 - 18 months	Successfully implement enterprise-wide financial applications software.	Select Board Priority	1
3- Livable	16	0 - 18 months	Encourage and participate in the Planning Board's large house review.		1
3- Livable	14 + 66	0 - 18 months	Evaluate the role and composition of the Affordable Housing Trust, including an analysis of the considerations if the Town were to issue bonds and/or loans to non-Town entities. [reworded from prior year]	Select Board Priority	2
6 - Responsibly Governed	53	0 - 18 months	Review and advance recommendations from the General Bylaw Review Committee.	Select Board Priority	2
6 - Responsibly Governed	86	0 - 18 months	Review voting locations	Select Board Priority	2
1 - Healthy & Socially Thriving	4	0 - 18 months	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.		2
1 - Healthy & Socially Thriving	56	0 - 18 months	Achieve compliance with website accessibility requirements by April 2027.		2
2 - Economically Vital	11	0 - 18 months	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).		2

Goal Area	Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item	Priority (SB Priority: 1 - 2 members identified it as a top 1-5 goal; TOP priority: 3 or more members identified it as a top 1-5 goal)	Tier 1 - 3 (with 1 being the highest priority)
3- Livable	19	0 - 18 months	Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.		2
4 - Accessible & Connected	26	0 - 18 months	Update parking payment technologies to allow for credit card and/or app-based payments.		2
4 - Accessible & Connected	27	0 - 18 months	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2 (Envision Needham Center): Great Plain Avenue from Warren Street to Linden Street.		2
4 - Accessible & Connected	49	0 - 18 months	Update the Town's parking regulations and permit program (including permit rules, time/day regulations, active curb uses and pricing).		2
4 - Accessible & Connected	65	0 - 18 months	Add additional public parking options through public/private agreements and partnerships and partnering with the MBTA.		2
6 - Responsibly Governed	73	0 - 18 months	Create a communications/community engagement toolkit for Town projects, including a matrix for categorizing projects by levels of engagement, pairing each category with relevant strategies and templates, and providing guidance to staff and boards/committees on setting project timelines and milestones.		2
6 - Responsibly Governed	78	0 - 18 months	Develop a communications protocol for the Select Board.		2
6 - Responsibly Governed	37 + 63	0 - 18 months	Advance the DPW facilities master plan (phased renovation/construction). Explore alternative facilities planning for DPW, if impacted by Pollard construction site. [reworded from prior year]		2
7 - Environmentally Sustainable	40	0 - 18 months	Identify and implement strategies to protect the Town's tree canopy.		2
1 - Healthy & Socially Thriving	1	0 - 18 months	Develop and plan community celebration to take place on the Town Common.	Select Board Priority	3
6 - Responsibly Governed	39	0 - 18 months	Implement successor agreements for expiring contracts.	Select Board Priority	3
1 - Healthy & Socially Thriving	3	0 - 18 months	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.		3
3- Livable	20	0 - 18 months	Upgrade Town Seal to improve graphic quality and historical accuracy.		3

Goal Area	Retreat Idea #	Category Selected at 7/26/2025 Board Retreat	Item	Priority (SB Priority: 1 - 2 members identified it as a top 1-5 goal; TOP priority: 3 or more members identified it as a top 1-5 goal)	Tier 1 - 3 (with 1 being the highest priority)
6 - Responsibly Governed	31	0 - 18 months	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.		3
6 - Responsibly Governed	34	0 - 18 months	Review and update Select Board policies as appropriate.		3
6 - Responsibly Governed	67	0 - 18 months	Provide trainings for the Select Board including deescalation and emergency management.		3
6 - Responsibly Governed	74	0 - 18 months	Advance a Home Rule Petition to allow for digital posting of legal notices in place of newspaper publication.		3
7 - Environmentally Sustainable	42	0 - 18 months	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment Program and develop supporting programs to drive participation.		3
	58	Operationalized	Continue staff recruitment and retention efforts, including analyses of staffing levels and classfication/compensation system.		
	69	tbd - August SB Meeting	Update Needham's friendly 40B guidelines. https://needhamma.gov/DocumentCenter/View/8166/40B-Guidelines-FINAL?bidId=		
	79	tbd - August SB Meeting	Update the Town's Noise Bylaw.		
	80	tbd - August SB Meeting	Review the Select Board's committee appointment policy.		
	87	tbd - August SB Meeting	Consider adoption of M.G.L Chapter 41 §§69C-69F (Board of Public Works)		

Town of Needham
Chapter 40B Guidelines

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October 2012

Town of Needham Chapter 40B Guidelines

I. INTRODUCTION

These Guidelines provide information about the Town of Needham's policies, procedures, and requirements for comprehensive permits under G.L. c. 40B, §§ 20-23 **("Chapter 40B")**. In addition, the Guidelines are intended to advise the Zoning Board of Appeals **(ZBA)** and other Town boards and departments with a role in the development review process. Applicants planning to apply for a Chapter 40B comprehensive permit in Needham should review these Guidelines and meet with the Director of Planning and Community Development as early as possible *before* submitting a Project Eligibility (Site Approval) application to a housing subsidy program.

Note: the Town's guidelines are not a substitute for the statute, the Department of Housing and Community Development's **(DHCD)** Chapter 40B regulations (760 CMR 56.00), or the requirements and policies of affordable housing subsidy programs. It is the applicant's responsibility to comply with these and other applicable state requirements.

A. CHAPTER 40B

Enacted in 1969, Chapter 40B encourages the construction of low- and moderate-income housing (affordable housing). Under Chapter 40B, a Zoning Board of Appeals (ZBA) may grant a comprehensive permit for a housing development that meets the requirements of the statute and qualifies for funding from a state or federal housing subsidy program. A mixed-income development is considered eligible for a comprehensive permit if at least twenty-five percent of the units in it are affordable.[1]

When less than ten percent of a community's housing is affordable as defined by Chapter 40B, the statute effectively supersedes many local regulations that would make it difficult for developers to build affordable housing. In a community that is subject to Chapter 40B, affordable housing developers may file a single (comprehensive permit) application with the ZBA in lieu of separate applications to other local boards. The ZBA may grant, grant with conditions, or deny the comprehensive permit. If the ZBA denies an application or grants a comprehensive permit with conditions that make the development uneconomic, the applicant may appeal to the State's Housing Appeals Committee **(HAC)**, which has authority to overrule the ZBA. HAC decisions may be appealed to Superior Court.

[1] Rental developments may be eligible for a comprehensive permit if at least 20 percent of the apartments are affordable to very-low-income renters.

B. HOUSING CONDITIONS IN NEEDHAM

Needham is a maturely developed suburb of Boston. Its Census 2010 population of 28,886 consists primarily of people in family households, and most of its housing units are owner-occupied. Needham has relatively little rental housing, and the existing rental inventory offers a limited supply of affordable, suitable housing choices for families. According to the most recent American Community Survey **(ACS)** data (2005-2009), over half of all renters in Needham spend more on housing costs than the benchmark standard of 30 percent of monthly gross income. Furthermore, some 35 percent of the Town's renter households spend more than half of their monthly gross income on housing costs.[2]

Renters with High Housing Cost Burdens

Renters paying more than...	Massachusetts	Norfolk County	Needham	Boston Metro Area
30% monthly income	49.7%	47.6%	51.2%	49.5%
50% monthly income	24.8%	23.4%	34.7%	24.7%

Source: American Community Survey, 2005-2009 Estimates.

Census 2010 provides the following information regarding the number of housing units in Needham:

Needham Census Data	2000	2010
Housing Units	10,846	11,122
Housing Occupied Units	10,612	10,341

The increased number of non-housing occupied units may be related to temporary market conditions during the census period. Overall, there has been a slow increase in the number of housing units in recent years.

Almost 80 percent of Needham's total housing inventory was built prior to 1980, and 27.4 percent prior to 1939. Future housing growth in Needham will most likely be dominated by redevelopment of existing properties because there is relatively little vacant land left on which to build. It is challenging to provide for affordable housing in Needham due to the Town's limited vacant, developable land and high buildable lot values.

The Needham Affordable Housing Plan (June, 2007) outlines four important goals which are furthered by these Guidelines. They include:

[2] U.S. Bureau of the Census, American Community Survey (**ACS**) 2005-2009 Five-Year Estimates, B25070, "Gross Rent as a Percentage of Household Income." www.census.gov

- An overarching goal is to build a stronger and deeper community. The way in which housing efforts are carried out can help in bringing the community together in addressing a widely shared concern.

- A related goal is to remain a community having a broad socio-economic diversity shaped less by economic imperatives than by individual choices about the living environment. Achieving that goal entails meeting housing needs across the full range of incomes, promoting the diversity and stability of individuals and families living in Needham.

- A widely expressed goal is to have this community able to shape its own housing future, doing so with sensitivity to larger-than-local considerations but without loss of the Town's ability to guide development outcomes. A key objective in seeking to assure local control is to meet the subsidized housing standard set by Chapter 40B, which currently calls for 10 percent of all housing to benefit through long-term subsidies, as well as to meet annual affordable housing goals for communities above 10%.

- A related goal is to have assurance that new housing is appropriate to its location and context, which is made easier by achieving the above goals, but it requires more than that, including sensitively designed regulation and cooperative development and decision-making processes.[3]

II. POLICY STATEMENT

The Board of Selectmen has set a goal of having ten percent of Needham's housing units eligible for and counted on the Chapter 40B Subsidized Housing Inventory, consistent with the best interests of the Town. The benefits of this policy include advancing economic diversity for the community and protecting the Town's control of its own zoning.

While all 40B applications will be addressed individually according to applicable laws and regulations, the facts and circumstances of the individual case, input from public participation, and the sound exercise of discretion by the Town and other public agencies, developers and other affected parties are all encouraged to consider the factors set forth below in planning, review, development, and management of 40B properties.

[3] *Needham Affordable Housing Plan*, 9.

III. REVIEW CONSIDERATIONS

PERMANENT AFFORDABILITY

Affordable housing in Needham should be permanently affordable, i.e., the affordability restriction should not lapse with the passage of time. Except in unique circumstances, all parties should expect this principle to apply to all Chapter 40B development in Needham.

PREFERENCE FOR RENTAL DEVELOPMENTS

The Town prefers rental developments over homeownership developments for two reasons: first, under current state policies, market units in mixed-income rental developments count towards the Town's Subsidized Housing Inventory, and second, the Town believes that rental housing provides greater affordability and flexibility than ownership units even when not specifically regulated as means-tested housing.

PROPERTY MANAGEMENT AND COMPLIANCE WITH AFFORDABILITY RESTRICTION

Rental housing developers must provide qualified, experienced, property management personnel, on-site in the case of large projects. In addition, they must demonstrate adequate capacity to comply with the project's affordable housing restriction, e.g., the income eligibility of tenants and monthly rent and utility charges consistent with limits imposed by the applicable housing subsidy program.

PERCENTAGE OF AFFORDABILITY

At least 25 percent and not more than 50 percent of the units in a comprehensive permit should be affordable. However, the Town is open to making 20 percent of the units affordable in a comprehensive permit rental development if the units are affordable to low-income (at or below 50 percent of area median income) tenants.

INCOME TARGETS

Rental developments should provide a continuum of affordability, such as units at 30 percent, 50 percent, 80 percent, and 110 percent of Area Median Income (AMI).

LOCATION; GENERAL

In general, the Town prefers that affordable housing be located near public transportation and retail services. In addition, the Town prefers affordable housing for families to be located near elementary schools, and affordable housing for seniors to be located near the Town's Senior Center. No section of Needham is precluded from affordable housing development.

LOCATION; SPECIFIC AREAS

The Town encourages affordable housing development in the New England Business Center, Highland Commercial – 128, Mixed Use – 128, and the adjacent Industrial District, located in the area North of Kendrick Street bounded by Kendrick Street, the Charles River, Central Avenue, and the Route 128 right of way. Additionally, the areas around Avery Square – specifically the Hillside Avenue Business District, Avery Square Business District and the adjacent Industrial District – the Center Business District and Chestnut Street Business District are appropriate areas, all as shown on the attached Priority Map. (See Priority Areas Map)

DESIGN

The Town recognizes that many factors determine appropriate design. The following points are general guidance for developers to consider in designing their projects. The Town understands that each project is different and that some of the following points may not apply in particular cases.

- **Make every reasonable effort to comply with local regulations.** Minimize the number and extent of waivers required for height, setback, or other requirements. Under Chapter 40B, waivers of local rules and regulations are not "automatic." Rather, the Town's responsibility is to consider waiving requirements that would make a project uneconomic to build. It is the applicant's burden to demonstrate the need for each requested waiver.

- **Orient buildings toward the street wherever possible.** A portion of the project should continue the neighborhood street front. Orientation for other considerations such as solar access should also consider general site orientation to the street. Developers should choose design solutions that serve the interests of the site, sustainability, and preservation of the character of the neighborhood.

- **Pay attention to design elements found in the neighborhood, and make use of them where possible to help developments fit with the neighborhood.** The design should be as consistent as possible with the existing building frontage in scale and character. Use existing topography where possible to minimize the impacts of the massing of the new construction on adjacent properties.

- **Locate off-street parking to the side and rear of buildings.** This will help to ensure that buildings and landscaping, not parking, define views from the road.

DENSITY

In the single residence districts, the Town wants to limit affordable housing development to a density of eight to ten units per acre. Higher densities (up to twenty-four units per acre) in apartment-zoned parcels and sixteen units per acre in other zones will be considered. Densities exceeding twenty-four units per acre will be considered on an individual case basis in the Kendrick/Fremont area (see Specific Locations).

Density of Permitted Chapter 40B Developments in Needham (Sample)

Project name	Address	Number of units	Total area (acre)	Units/acre
Rental Prjoject				
Charles River Landing	300 Second Avenue	350	7.94	44.1
Nehoiden Glen	1035, 45 & 55 Central Avenue	61	4.6	13.3
Condominium Project				
Suites of Needham	797 Highland	8	0.61	13.1
Craftsman Village	21 High Street	6	0.61	9.8
High Cliff Estates	199 St. Mary Street	12	1.46	8.2
Browne - Whitney Place	207-213 Garden St.	6	0.62	9.7
Junction Place	32 Junction Street	5	0.26	19.2

Source: Needham Planning Department

HISTORIC PRESERVATION

Preserve historically significant buildings and features. Buildings listed in the State Register of Historic Places or the Massachusetts Cultural Resources Inventory System (**MACRIS**) are presumed to be significant, but other buildings not listed may be significant as well. Developers should consult with the Needham Historical Commission if their site includes an existing older building *before* submitting a Project Eligibility application to MassHousing or another Subsidizing Agency.



MIXED USE/VILLAGE DEVELOPMENT

Developers are encouraged to:

- Provide housing that is oriented to encourage and take advantage of public transportation.

- Reuse and redevelop existing buildings, e.g., older commercial, industrial, or institutional facilities, and
- Provide housing in mixed-use buildings, provided the location is zoned for compatible business uses.

ENVIRONMENTAL CONSIDERATIONS

- **Use environmentally responsible design,** whether Leadership in Energy and Environmental Design (**LEED**) certification or other generally accepted standards, taking steps to minimize adverse impacts on natural resources, conserve water and energy, use native plants, and use green building construction materials.

- **Incorporate landscaping treatments** that will help to blend the project with surrounding area, including retaining mature trees and existing vegetation where possible.

- **Take active steps to protect nearby wetlands and other open space**, including resource areas covered by the local wetlands bylaw even if not required by the Massachusetts Wetlands Protection Act.

- **Minimize impervious surfaces.**

NEIGHBORHOOD SUPPORT

Developers are encouraged to work with residents of affected neighborhoods. It is a favorable consideration for developers to address reasonable neighborhood concerns.

LOCAL PREFERENCE

To the maximum extent allowed by law, the Town wants local preference observed in tenant and buyer selection, including affordable housing lotteries. Local preference means:

- At least one member of the household currently lives in Needham;

- At least one member of the household works for the Town of Needham, or for a business or non-profit organization located in Needham; or

- The household includes at least one student attending the Needham Public Schools through the METCO Program.

State policies or other requirements may limit or preclude local preference for a specific development. However, the Town expects developers to advocate and make reasonable efforts to secure applicability of local preference for their projects.

OTHER PUBLIC BENEFITS

Provide other public benefits in addition to affordable housing, e.g., 1) pass-through easements to adjacent public properties and open space; 2) streetscape improvements; or 3) pedestrian linkages.

PROCEDURES

A. PRE-APPLICATION PHASE

When planning to apply for a comprehensive permit, an applicant should meet with Town staff and some of the Town boards at the earliest possible point in the planning process. These discussions should occur **before filing a Project Eligibility application** with MassHousing or another subsidizing agency. Many problems that occur during the permitting process can be reduced or avoided altogether if applicants take the time to consult with local officials and accommodate reasonable requests while a project is still at the conceptual stage. Furthermore, early consultation can help make local review of Project Eligibility applications much smoother.

KEY STEPS

- **Meet with the Director of Planning and Community Development** to discuss plans for the site. Ask about the site's history, the neighborhood, other recent developments and developments in the pipeline nearby, and issues that might cause concern for Town boards.

- **Meet with the Town's Development Review Team (DRT)**, and be open to input and guidance from Town staff. They have technical information that the applicant will need in order to plan the site and prepare for the meetings with Town boards. In addition to the Director of Planning and Community Development , the DRT includes the Assistant Town Manager/Operations, Building Commissioner, Director of Conservation, Director of Economic Development, Director of Public Works, Town Engineer, Highway Superintendent, Water and Sewer Superintendent, Chief of Police, Fire Chief, and Director of Public Health. A meeting with the DRT is an efficient way to obtain feedback about many aspects of the project without having to attend individual appointments with department heads.

- **Have a preliminary meeting with the Design Review Board (DRB)**. The degree to which proposed buildings fit with surrounding development will weigh heavily in how a comprehensive permit application is received in Needham. The DRB can help applicants explore possibilities for building design, landscaping treatments, exterior lighting, and so forth, depending on the site and the types of housing you intend to construct.

- **Have a preliminary meeting with the Conservation Commission** if the project will require approval under the state Wetlands Protection Act, G.L. c. 131, s. 40 and/or any waivers under the Needham Wetlands Bylaw. Chapter 40B developments that affect wetland resource areas usually require an Order of Conditions under G.L. c. 131, s. 40, but the local wetlands bylaw, like other local regulations, falls under the purview of the ZBA. It is in your interests to comply with the local wetlands bylaw because doing so may reduce the number of waivers you need in order to construct your project. You should not assume the ZBA will grant local wetlands bylaw waivers simply because you ask for them.

- **Meet with the Needham Historical Commission** if your project involves substantial alterations to or demolition of a historically significant building. (See Section III, Historic Preservation)

- Meetings with the DRB, the Conservation Commission, and other Town boards and committees are subject to the Open Meeting Law.

- The Town cannot require applicants to discuss the project with neighbors, but it is to the developers' advantage to do so as soon as possible - certainly before applying for a Project Eligibility letter (see below).

Pre-application consultations will not lead to any binding decisions. The purpose of the meetings is to give the applicant a chance to present the proposal for the property and to obtain information from the Town, and to give the Town a chance to learn about the proposed plans. If the ZBA is represented at any of these meetings, the ZBA member who participates will speak only as an individual, not in an official capacity as a ZBA member.

B. ELIGIBILITY TO APPLY FOR A COMPREHENSIVE PERMIT

The following prerequisites must be met by anyone applying for a Chapter 40B comprehensive permit:

- The applicant must have site control, such as a deed, purchase and sale agreement, or option to purchase;

- The applicant must be a public agency, non-profit organization, or limited dividend organization; and

- A housing subsidy program must have determined that the proposed project is fundable.

This third requirement means that developers have to obtain a pre-application eligibility letter from an agency that subsidizes low- or moderate-income housing. Doing so requires filing an application to a housing subsidy program. In most cases, MassHousing will be the housing subsidy agency that issues a **Project Eligibility** determination, but DHCD, the Massachusetts Housing Partnership (**MHP**), and MassDevelopment also subsidize low- or moderate-income housing and issue project eligibility letters. Furthermore, developers wishing to build under a Local Initiative Program (**LIP**) comprehensive permit must obtain a project eligibility determination from DHCD - with approval of the Needham Board of Selectmen.

Once an applicant submits a Project Eligibility application to MassHousing, the Board of Selectmen will be notified. MassHousing will request local comments within 30 days. In Needham, the Board of Selectmen seeks comments from Town departments and other Town boards, and compiles all comments received into a single submission to MassHousing.

Depending on the project (mainly the project's size, location, and density), the Board of Selectmen may convene a meeting with representatives of other Town departments and committees in order to facilitate a conversation about the proposed development. Applicants will be afforded an opportunity to be heard, and may be invited to make a presentation and respond to questions.

C. APPLICATION, REVIEW, AND DECISION PROCEDURES

This section of the Guidelines summarizes the key features of Needham's comprehensive permit process. In accordance with Chapter 40B, however, the ZBA has adopted **Comprehensive Permit Rules**. An applicant should review the ZBA's Rules (Appendix A). If there is a conflict between these Guidelines and the ZBA's Rules, the latter will control. An application will not be deemed received until all the information required by the ZBA Rules is provided and the required fee is paid.

WHAT DOES "7/14/30/15/15/30/180/40/20" MEAN?

- Within **7 days** of the receipt of the comprehensive permit application, the ZBA must distribute copies of the application to all Town departments, boards, and committees with a role in the review process. In Needham, this means the Planning Board, Design Review Board, Conservation Commission, Board of Health, Public Works Department, and Board of Selectmen. (This is why pre-application meetings may be helpful both to the applicant and the participating Town officials.)

- Within **14 days** of receipt of the comprehensive permit application, the public hearing must be advertised, with proper legal notice and proper notice to abutters. (Applicants will be responsible for the cost of publishing the legal notice and mailing the notice to abutters.)

- Within **30 days** of receipt of a complete comprehensive application, the ZBA must open the public hearing unless the applicant grants permission in writing to hold the hearing at a later date.

- Within **15 days** of opening the public hearing, the ZBA must determine whether it wants to deny an application on one or more of the grounds identified in DHCD's Chapter 40B regulations at 760 CMR 56.03(1), following procedures under 760 CMR 56.03(8). The ZBA must provide written notice to the applicant and to DHCD.

- Within **15 days** of receiving the ZBA's notice, the applicant must file a written response with DHCD if she/he wants to challenge the ZBA's assertion that it can deny the application. The applicant must provide a copy of that response to the ZBA.

- Within **30 days** of receiving the applicant's appeal, DHCD must issue a decision. DHCD's failure to issue a timely decision will result in a determination in favor of the ZBA.

- Unless the applicant provides written consent, the ZBA cannot extend the public hearing beyond **180 days** of the initial hearing date. The 180 day limit assumes that the applicant will make timely submissions of materials reasonably requested by the ZBA.

- The ZBA must render a decision - a denial, approval, or approval with conditions - within **40 days** of the closing of the public hearing, unless the applicant agrees in writing to an extension.

- If the ZBA denies the permit or approves the permit with unacceptable conditions or requirements, the applicant has the right to appeal to the Housing Appeals Committee within **20 days** after the written decision has been filed with the Town Clerk. Similarly, any person aggrieved by the ZBA's issuance of a comprehensive permit may appeal in court within **20 days** of the date that the decision is filed with the Town Clerk.

MANAGING THE PROCESS

- The ZBA requires enough information to understand the physical characteristics of the site, the health, safety, and welfare impacts of the project, and the impact on the neighborhood. The ZBA's minimum application requirements are designed to provide this information at the outset. A **complete comprehensive permit application** will help to minimize delays in the permitting process.

- The ZBA strongly encourages that applicants meet with the neighbors in advance of the first public hearing to explain the proposed project and receive input that will make the project more acceptable to the neighbors.

- In addition to considering the contents of an application, the ZBA may conduct a **site visit** in order to understand the site and neighborhood conditions, the proposed site plan and building design, and the location of abutters who will be most affected by the proposed development.

- Depending on the issues involved with the site or the proposed development plan, the ZBA may hire qualified **peer review consultants** to assist with the review process. The applicant will be responsible for paying the reasonable cost of these services. Needham has adopted the provisions of G.L. c. 44, s. 53G, so the applicant will be asked to deposit funds in an escrow account that the ZBA can use to pay the peer review consultants.

- The ZBA may ask the applicant to participate in **work sessions** in order to examine specific issues in a setting less formal than that of a public hearing. Work sessions are advisory; they do not constitute an extension of the public hearing. The sessions would be announced at the public hearing and posted as public meetings under the Open Meeting Law so that interested people can attend and observe. No substantive decisions can be made at work sessions, however. At the next public hearing, one of the attendees will provide the full ZBA with a report about matters discussed at the work sessions. The ZBA has the discretion to

hire a third party mediator to facilitate these meetings, to be paid for by the Applicant or through the use of a consultant with experience in Chapter 40B at no cost, through the Massachusetts Housing Partnership program.

- In its discretion, the ZBA may defer to the Town Manager to assemble a **mitigation team** or committee to negotiate with you for mitigation to address the impacts of your project on traffic, infrastructure, public facilities, or public services. At the conclusion of its work, the mitigation team will make recommendations to the ZBA for conditions to be incorporated in the comprehensive permit decision.

- If the applicant and the ZBA cannot reach agreement about project changes the ZBA has requested, the applicant will be asked to prove that the requested changes will make the project uneconomic. This means the applicant will need to submit a **development pro forma** for the ZBA's review, and the ZBA may decide to hire a peer review consultant to examine the pro forma and its assumptions.

THE ZBA'S DECISION

- The ZBA will close the public hearing when all relevant information has been received and all parties have had opportunity to present their issues. After closing the hearing, the ZBA will deliberate and reach a decision.

- The ZBA has three members and two associate members. One or more of the associate members may participate in the public hearing. The affirmative vote of two persons of a three person panel is required to render a decision. The panel to render a decision will normally be the three members of the ZBA. If any regular member has not attended all sessions of the public hearing or is otherwise unavailable, the Chairman will designate an associate member to serve on the panel to render a decision.

- The ZBA will review the waivers the applicant has requested in the application. The ZBA will normally grant waivers that will allow an affordable housing development to go forward, assuming the project's impacts can be mitigated in a manner that protects the Town and surrounding neighborhood. However, applicants should not assume that all of the requested waivers will be granted. The applicant has the burden to demonstrate that the waivers are essential for constructing the project.

TOWN OF NEEDHAM
Chapter 40B Guidelines
Priority Areas:
Affordable and Mixed-Income Housing Development

ROADWAYS

- Interstate
- U.S. Highway
- State Route
- Non-numbered Road
- Local Roads

- Open Water
- Railroad ROW
- MBTA Station
- Commuter Rail
- Needham Boundary

0 0.25 0.5 Miles

Reservoir Street Area

Kendrick-Fremont St. Area

Hillside Area

Center Business Area

Chestnut Street

August 2012; Rev. Oct. 21, 2012

keeper of any dog that has been ordered to be restrained or muzzled under the provisions of section 3.7 may request in writing to the Select Board that the animal control officer vacate such order.

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

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

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

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

3.7.9 Vaccination Requirement Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per offense."

SECTION 3.8 NOISE REGULATION

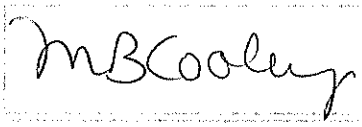
3.8.1 General

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

SECTION 3.9 PUBLIC NUISANCE REGULATION

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

Town of Needham Select Board

Policy Number:	SB-ADMIN-003
Policy:	Protocol for Appointments Made by the Select Board
Date Approved:	12/18/2007
Date Revised:	Reformatted 8/4/2015, Revised 12/20/2022
Approved:	

Policy:

The Select Board is responsible for the appointment of members of the public to a variety of public bodies ("committees") as required by Massachusetts General Law, the Town Charter, and Town policy. This policy details the actions that the Select Board takes to make these appointments.

I. Key Roles and Responsibilities

The Select Board Vice Chair ("Vice Chair") shall serve as the Board's primary liaison to the appointment process, unless otherwise designated by the Select Board Chair.

The Town Manager shall ensure that adequate staff support is provided to the committee appointment process and that a process exists to post and advertise committee vacancies via appropriate and relevant media.

II. Standard Appointments

1. For the purposes of this policy, a "standard appointment" shall be defined as an appointment of a qualified member of the community to a committee where the Select Board has sole authority to appoint the member.

2. Following advertisement of a committee vacancy (or vacancies), the Vice Chair will interview all qualified applicants. The Vice Chair will also invite the relevant committee chair to sit on the interview panel. Town staff will be available to provide administrative support.

3. After interviews conclude, the Vice Chair may recommend an applicant for appointment to the full Board or coordinate with Town staff to solicit additional applicants.

4. Should the Vice Chair recommend appointment, they shall ensure the Board is made aware of their recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.

5. As a default, standard appointments will be placed on the Board's Appointment Calendar.

6. The Board need not accept the recommendation of the Vice Chair. Members who object or wish to discuss the recommended appointment may inform the Town Manager, who will add the appointment as a regular item on the Board's agenda.

III. Joint Appointments

1. Joint appointments occur when the Select Board shares appointment authority with other committees.

2. Should a vacancy occur that requires a joint appointment, the Vice Chair shall coordinate with the other relevant committee leadership to facilitate a process to solicit for, review, and interview qualified applicants that is amenable to all bodies, to include the potential possibility of re-advertising the vacancy.

3. Upon reaching consensus with the other committee(s), the Vice Chair shall ensure the full Board is made aware of the recommendation no later than seven days prior to the meeting at which the Board is scheduled to vote on the appointment.

4. As a default, joint appointments shall be placed as a regular item the Board's agenda, and the other appointing committee(s) shall be invited to attend the meeting at which the item is taken up.

IV. Appointment of Select Board Members to Committees

1. The Select Board may appoint its own members to other committees or to committees created by the Board that include a Select Board member(s).

2. In this event, the Vice Chair shall announce the opening of such a vacancy during a public meeting, at which members may volunteer to serve.

3. Should no member volunteer or no consensus be reached on which member(s) will serve, the Vice Chair will consult with the Chair and make a recommended appointment at a subsequent Board meeting.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 69C	SUBMISSION OF ADOPTION OF BOARD OF PUBLIC WORKS TO ELECTORATE; BALLOT

Section 69C. By vote of a town meeting called for the purpose in any town at least ninety days before an annual town meeting, or, in the case of a town which voted thereon and the vote was not in the affirmative, upon request by petition of ten per cent of the qualified voters of any town filed with the selectmen at least sixty days before an annual town meeting, the selectmen shall include in the warrant for such annual meeting for submission to the voters the following question, to be placed on the official ballot in towns using such ballots:—"Shall sections sixty-nine C to sixty-nine F, inclusive, of chapter forty-one of the General Laws, providing for the establishment of a board of public works exercising the powers of certain other departments and town officers be accepted?" If a majority of the votes cast in answer to such question is in the affirmative, this section and sections sixty-nine D to sixty-nine F, inclusive, shall become fully effective beginning with, and for the purposes of, the next annual town election.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 69D	BOARD OF PUBLIC WORKS; MEMBERSHIP; ELECTION; TENURE; POWERS AND DUTIES

Section 69D. Any town which has accepted the provisions of sections sixty-nine C to sixty-nine F, inclusive, shall elect in the following manner a board of public works, hereinafter called the board, to consist of three members. The initial members thereof shall be elected, one to serve for one year, one for two years, and one for three years, from the date of the annual meeting at which they are elected, and thereafter when the term of any member expires, his successor shall be elected to serve for three years. In all cases the members shall serve until their successors are elected and qualified. The members of the board shall, after each election, elect one of their members to act as chairman for the ensuing year.

Upon the election and qualification of the members of the board, the board shall have all the powers and duties now or from time to time vested by general law or special act in the following boards, departments and offices, or in boards, departments and offices having corresponding powers and duties in said town, to wit:—road commissioners, surveyors of highways, superintendent of streets, water commissioners, sewer

commissioners, municipal light board or commissioners, park commissioners, cemetery commissioners, tree warden, moth superintendent and forestry department, and such boards, departments and offices shall thereupon be abolished. No contracts or liabilities then in force shall be affected by such abolition, but the board of public works shall in all respects be the lawful successor of the boards, departments and offices so abolished.

The board shall have such additional powers with respect to the furnishing of engineering services, the collection and disposal of garbage and refuse, the maintenance and repair of town buildings and property, and the performance of such duties of any other boards, departments and offices of the town as may be reasonably related to the duties and responsibilities of a board of public works, as the town may, from time to time, by by-law provide, any other provisions of law to the contrary notwithstanding.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 69E	SUPERINTENDENT OF PUBLIC WORKS; APPOINTMENT; POWERS AND DUTIES

Section 69E. The board shall appoint and fix the compensation of a superintendent of public works, who shall exercise and perform, under the supervision and direction of the board, such of the powers, rights and duties transferred to it under section twenty-one or section sixty-nine D as it may from time to time designate. He shall be responsible for the efficient exercise and performance of such powers, rights and duties and shall hold office subject to the will of the board. He shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his tenure he shall hold no elective or other appointive office, nor shall he be engaged in any other business or occupation. He shall give to the town a bond with a surety company authorized to transact business in the commonwealth as surety, for the faithful performance of his duties, in such sum and upon such conditions as the board may require, and shall, subject to the approval of the board, appoint such assistants, agents and employees as the exercise and performance of his powers, rights and

duties may require. He shall keep full and complete records of the doings of his office and render to the board as often as it may require a full report of all operations under his control during the period reported upon; and annually, and from time to time as required by the board, he shall make a synopsis of such reports for publication. He shall keep the board fully advised as to the needs of the town within the scope of his duties, and shall furnish to the board each year upon its request a carefully prepared and detailed estimate in writing of the appropriations required during the next succeeding fiscal year for the proper exercise and performance of all said powers, rights and duties.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 69F	SUBMISSION TO VOTERS OF REVOCATION OF ACCEPTANCE; CONDITIONS; EFFECT

Section 69F. Any town which has accepted the provisions of sections sixty-nine C to sixty-nine F, inclusive, may, after the expiration of three years from the date of such acceptance, upon petition of ten per cent of the qualified voters of the town filed with the selectmen at least sixty days before an annual town meeting, vote at an annual meeting to revoke such acceptance, and the question of such revocation shall be submitted to the voters in the form of the following question:—"Shall the acceptance by the town of sections sixty-nine C to sixty-nine F, inclusive, of chapter forty-one of the General Laws providing for the establishment of a board of public works exercising the powers of certain other departments and town officers be revoked?" If a majority of the votes cast in answer to said question is in the affirmative, then at the next annual town election held after said vote to revoke, the town shall elect such officers as are necessary to exercise and perform the powers, rights and duties transferred to the board of public works by said sections. Such action shall not affect any contract or liability then created or existing. All

general laws respecting town administration and town officers, and any special laws relative to said town, the operation of which has been suspended or superseded by the acceptance of said sections sixty-nine C to sixty-nine F, inclusive, shall then be in full force and effect. Any by-law inconsistent with such special or general laws shall be revoked thereby. Any subsequent vote to revoke the acceptance of said sections shall not be taken more often than once in three years.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Pollard Project (Added Item)
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board will discuss the Pollard Middle School Project draft options matrix (slide 15). This matrix outlines draft facilities and educational goals for the Pollard Middle School Building Committee to use as a tool to compare project options.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
a. Needham Pollard Middle School Presentation, 8/11/2025	

Needham Pollard Middle School

NEEDHAM, MA

PARKS & RECREATION MEETING

August 11, 2025

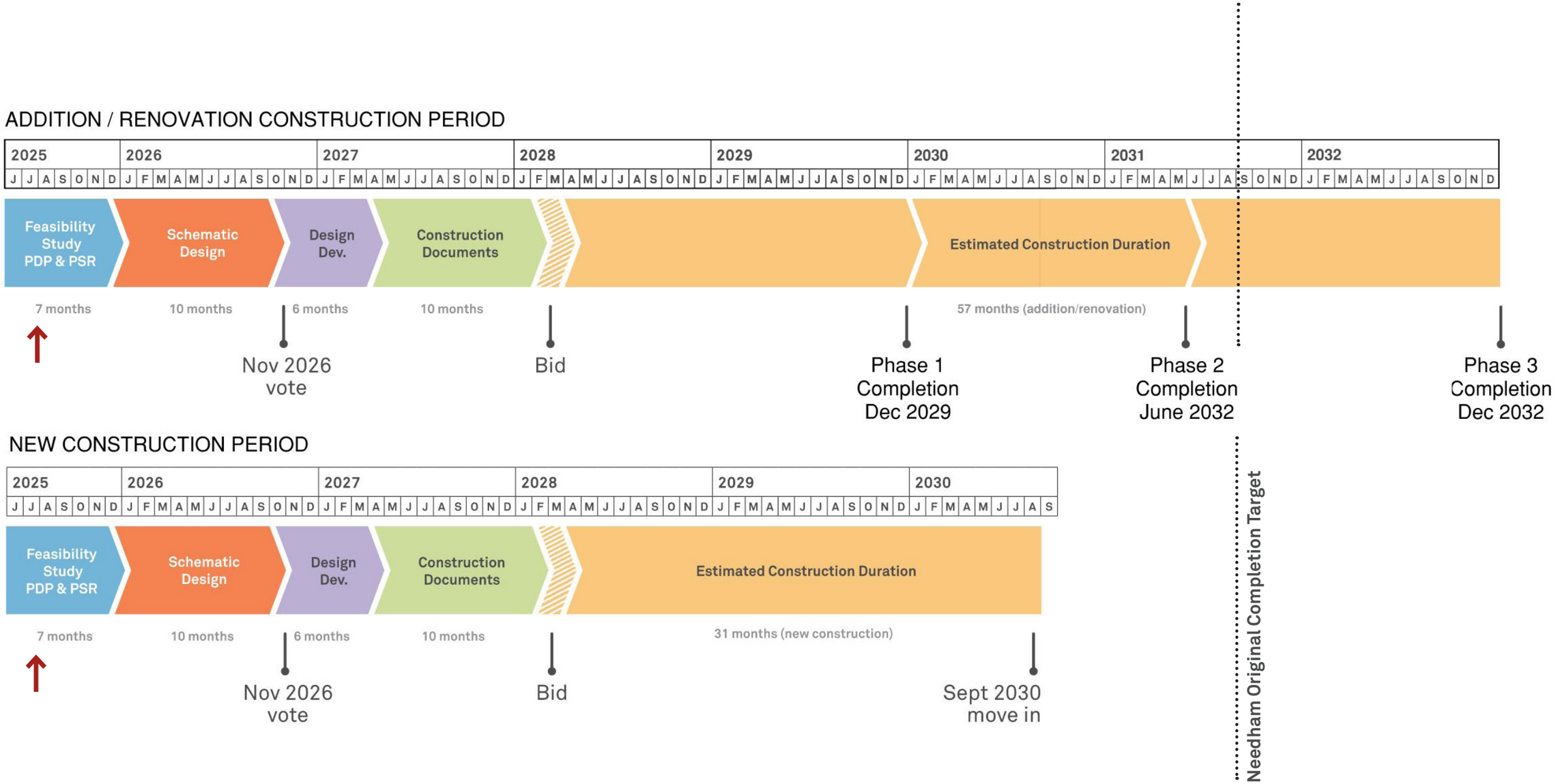
HMFH ARCHITECTS

DRAFT Facilities Goals

The new or renovated facility…

- Is fiscally responsible & minimizes operational costs
    - Minimizes building maintenance costs
    - Minimizes utility costs
    - Minimizes site maintenance
    - Efficient staffing operation
- Is adaptable to accommodate future expansion/changes
- Does not require swing space or construction phasing
- Maximizes open space on site
- Locates educational wings away from railroad noise
- Meets the Specialized Stretch Energy Code
- Meets the Town's Climate Action Plan/low EUI
- Meets the Town Masterplan

Options Schedules



Study Sites

Existing Conditions

Playfields:

- (1) Playfield @ Pollard
- (7) Playfields @ DeFazio

Parking:

- 126+/- spaces @ Pollard
- 200+/- spaces @ DeFazio

DeFazio Jurisdictional Entities:

- Park & Rec
- Needham Public Schools
- DPW



Preliminary Options

Pollard Addition/Renovation (6-8)

- Disruption to (1) DeFazio field for contractor parking
- Students use DeFazio during construction
- Relocate field @ Pollard Site
- New south parking @ Pollard can double as DeFazio parking



Preliminary Options

Pollard Addition/Renovation (6-8)

Existing Condition



Preliminary Options

Pollard Addition/Renovation (6-8)

Phase 1

- 1st new 3-story wing addition
- summer renovations to core



Preliminary Options

Pollard Addition/Renovation (6-8)

Phase 2

- move 7th grade into 1st new wing
- 2nd new 3-story wing addition
- summer renovations to core



Preliminary Options

Pollard Addition/Renovation (6-8)

Phase 3

- move 8th grade into 2nd new wing
- 3rd new wing
- summer renovations to core



Preliminary Options

Pollard Addition/Renovation (6-8)

Complete Configuration

- 3 Phases, Occupied Building
- 6th Grade Moves In at Completion
- New Addition Classroom Wings
- 3 Story Additions
- Light Renovation to Core
- Existing Auditorium Upgrades
- Retains Pollard Fields/Courts
- 260 +/- parking spaces
- Paper street advantageous?



Preliminary Options

Pollard New Construction (6-8)

- Disruption to (1) DeFazio field for contractor parking
- Students use DeFazio during construction
- Potential (2) new fields @ Pollard
- Net increase of (1) field
- New south parking @ Pollard can double as DeFazio parking



Preliminary Options

Pollard New Construction (6-8)

- 1 Phase, Occupied Site
- 4 Stories (requires waiver)
- Main Entrance at Top
- 2 Story Visible @ Harris
- 260 +/- parking spaces
- Paper street advantageous?



Preliminary Options

DeFazio New Construction (6-8)

- No impact to DPW Yard
- Disruption to (1) DeFazio field for temp town parking
- Potential (3) new fields @ Pollard
- Net increase of (1) field
- Tot Lot relocated to Pollard
- Option to retain existing Pollard Gyms
- Potential to add new south parking @ Pollard for additional fields parking



Preliminary Options

DeFazio New Construction (6-8)

- 1 Phase, Unoccupied Site
- Athletic/Recreation Uses Impacted During Construction
- 3 Stories
- 260 +/- parking spaces
- Double use of parking - school and town



Options Matrix

Impact Score	
3	Best
2	Good
1	Okay
0	No Change/ Worse

* Assumes High Rock remains as 6th grade school with no renovation

	DRAFT - FACILITIES AND EDUCATIONAL GOALS - OPTION COMPARISON	**Base Repair**	**Add Reno** Pollard Site		**New Construction** Pollard Site		**New Construction** DeFazio Site	
		880 *	880 *	1335	880 *	1335	880 *	1335
FACILITIES/SUSTAINIBILITY/COST GOALS								
1	Fiscally responsible & minimize operational costs (TBD)	-	-	-	-	-	-	-
	a. Minimize building maintenance costs	1	2	2	2	3	2	3
	b. Minimize utility costs	1	2	2	2	3	2	3
	c. Minimize site maintenance	1	3	3	3	3	3	3
	d. Efficient staffing operation	0	0	3	0	3	0	3
2	Adaptable to accommodate future expansion/changes	0	3	3	3	3	3	3
3	Does not require swing space or construction phasing	0	1	1	2	2	3	3
4	Maximizes open space on site	1	1	1	2	2	3	3
5	Locates educational wings away from railroad noise	2	2	2	0	0	3	3
6	Meets the Specialized Stretch Energy Code	1	1	2	1	3	1	3
7	Meets the Town's Climate Action Plan-low EUI	1	2	2	2	3	2	3
8	Meets the Town Masterplan	0	0	2	0	3	0	3
EDUCATIONAL GOALS								
1	Achieves middle school reunification	0	0	3	0	3	0	3
2	Meets educational plan	0	0	2	0	3	0	3
3	Has grade level teams/small learning clusters	0	0	2	0	3	0	3
4	Has a central Hub with shared spaces i.e. cafeteria, theater, gymnasium, media center	0	0	2	0	3	0	3
5	Has natural light/views in all learning spaces	0	2	2	2	3	2	3
6	Is secure and welcoming	1	3	3	3	3	3	3
7	Accommodates outdoor learning spaces	1	2	3	2	3	2	3
8	Construction does not disrupt teaching and learning	0	1	1	2	2	3	3
COMMUNITY GOALS								
1	Accommodates a 750-1000 seat theater	0	0	0	3	3	3	3
2	Community resource	1	2	2	3	3	3	3
3	Minimizes impact on abutters	1	1	1	2	2	3	3
4	Construction minimizes disruption to town use of fields	2	1	1	1	1	0	0
5	Maintains the existing number of playing fields or adds fields	2	2	2	3	3	3	3
	TOTAL	**16**	**31**	**47**	**38**	**63**	**44**	**69**

Preliminary Parking Calculations

Program factors:

- 216 Staff (includes robust SPED program)
- 750 Seat Theater

Alternative formulas:

- with 1.5 staff ratio = 324 spaces (108 visitor spaces)
- **with 1.2 staff ratio = 260 spaces (44 visitor spaces)**
- with 1 space per 3 seats = 250 spaces

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 8/12/2025

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

TOWN OF NEEDHAM
OFFICE OF THE TOWN CLERK

1471 Highland Avenue, Needham, MA 02492

Louise L. Miller, J.D.
Town Clerk
Registrar of Voters
Burial Agent
Notary Public
Primary Records Access Officer

Tel: 781-455-7500 ext. 216
Email: LMiller@NeedhamMa.gov

July 18, 2025

Dear Select Board Members:

Pursuant to Massachusetts General Laws Chapter 54, Section 12, between July 15 and August 15 of every year, the Select Board must appoint elections officers for each voting place or precinct. While Massachusetts General Laws provides for the appointment of the following: one warden, one deputy warden, one clerk, one deputy clerk, two inspectors and two deputy inspectors, Needham appoints two wardens, two clerks, and at least 8 inspectors to each voting location, so that each precinct within each voting location has a warden, a clerk, and the required four inspectors. Massachusetts General Laws further provides that the Select Board appoints tellers to count ballots which is necessary for each election at the close of polls. Tellers also serve during early voting, vote by mail, and at the Town's central tabulation facility (Town Hall). In the attached spreadsheet, I have indicated the office to which each election worker would be appointed and the preliminary precinct assignment. Should the Select Board fail to appoint election officers, then the Board of Registrars becomes the appointing authority. The Board of Registrars is also the appointing authority for election workers appointed after August 15, 2025, should that become necessary.

Election officers must be registered voters in the Commonwealth, except that up to two election officers may be appointed who are 16 or 17 years of age subject to certain requirements. All but one election officers submitted for appointment are registered voters. One election officer is a 17 year old high school student who has expressed a strong interest in being appointed. If you appoint him, I will follow up on the statutory requirements for him to serve.

Under Massachusetts General Laws Chapter 54, Section 13, election officers should be appointed as equally to represent the two leading political parties, and not more than 1/3 of the election officers not representing either of them may be appointed. However, the party representation requirements apply only if the chairman of the city or town committee of each political party or the chairman of the state committee of such party files with the registrars lists of enrolled members of the party who desire appointment as election officers. No such list has been filed. You will note that the there are 52 unenrolled election workers, 5 republican, and 48 democrat. In addition to overall representation, there are certain requirements on election day

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with respect to party representation. The Town Clerk, as the statutory supervising authority for election workers, will assign workers to different precincts when necessary to comply with Massachusetts law and will assign additional workers to early voting, vote by mail, and the central tabulation facility as needed. In addition, the Town Clerk's office intends to start recruitment efforts for election workers, as we did have some shortfalls during this past year.

Massachusetts General Laws Chapter 54, Section 14 provides that the term of office for every election officer is one year, beginning with September first succeeding the appointment, and until a successor is qualified.

There is one Annual Town Election scheduled during the appointment period and the early voting and vote by mail for the State Primary Election. I would like to address two items with the Select Board prior to January 1, 2026 that affect the elections taking place during the appointment period. First, I would like to explore other options to the Newman Elementary School as a polling location. The location is difficult from an operational perspective and I have received numerous letters from parents regarding their concerns for safety. Second, I would like to discuss the appropriate compensation for election workers and for salaried staff in the Town Clerk's office for election work. I will prepare recommendations for changes to Schedule C under which the election workers and salaried workers are paid. I will coordinate with the Town Manager's office on an appropriate meeting date to discuss these two items with you.

Please let me know if you have any questions.

Louise L. Miller, Town Clerk

Proposed Election Workers for Appointment September 1, 2025 through August 31, 2026
prepared by the Town Clerk and Assistant Town Clerk 07.18.2025

Precinct	Title	First Name	Last Name	St #	Street Name	Town	State	Zip Code	Party
A	Inspector	Ruth M.	Aaron	31	Glover Road	Needham	MA	02494	D
I	Inspector	Joanne	Aliber	28	Denmark Lane	Needham	MA	02492	D
I	Clerk/Teller	Elizabeth G.	Amsbary	19	Cimino Road	Needham	MA	02494	D
I	Warden/Teller	Myra	Anderson	58	Whittier Road	Needham	MA	02492	U
J	Inspector/Teller	John C.S.	Anderson	58	Whittier Road	Needham	MA	02492	D
J	Inspector	Judi L.	Appelstein	52	Maple Street	Needham	MA	02492	D
E	Inspector	Isabel	Avedikian	148	Valley Road	Needham	MA	02492	U
TH	Warden/Teller	Julie E.	Bailit	33	Perry Drive	Needham	MA	02492	D
E	Inspector	Kenneth S.	Baltin	69	Norwich Road	Needham	MA	02492	D
J	Inspector/Teller	Deborah J.	Barnet	226	Webster Street	Needham	MA	02494	U
TH	Inspector/Teller	Elaine J.	Belkin	41	Highland Court	Needham	MA	02492	U
D	Warden	Kimberly C.	Benner	22	Fuler Brook Avenue	Needham	MA	02492	D
H	Inspector/Teller	Philip S.	Bergen	255	Madison Street	Dedham	MA	02026	D
C	Warden/Teller	Stephen E.	Blomberg	310	Harris Avenue	Needham	MA	02492	U
J	Clerk/Teller	Barbara N.	Brailey	229	High Rock Street	Needham	MA	02492	U
D	Clerk/Teller	Anne	Brain	4305	Pennington Drive	Walpole	MA	02081	D
B	Inspector	Susan C.	Brickman	757	Highland Avenue #203S	Needham	MA	02494	U
E	Inspector	Dorothy G.	Brooks	217	Broad Meadow Road	Needham	MA	02492	U
TH	Inspector/Teller	Janet L.	Bulian	86	Peacedale Road	Needham	MA	02492	D
H	Inspector	Moy T.	Burns	563	Chestnut Street	Needham	MA	02492	D
TH	Inspector/Teller	Patricia	Carey	1202	Greendale Avenue #103	Needham	MA	02492	U
I	Inspector	Julia	Castiglia	111	Concord Street	Needham	MA	02494	U
J	Inspector	Peter R.	Castiglia	111	Concord Street	Needham	MA	02494	U
B	Inspector	Susan	Charton	13	Morgan Drive, #304	Natick	MA	01760	D
C	Inspector	Kenneth J.	Ciesielski	5	Eastern Avenue, Apt #15	Dedham	MA	02026	U
D	Inspector	Timothy P.	Collins	60	Colby Street	Needham	MA	02492	D
G	Inspector	Jean M.	Connolly	88	Gayland Road	Needham	MA	02492	U
H	Inspector	Rachel R.	Crimlisk	22	Seabeds Way # 7	Needham	MA	02494	U
G	Inspector/Teller	John D.	Crimmings	32	Plymouth Road	Needham	MA	02492	U
D	Inspector	Alexander F.	Cullen	133	Grant Street	Needham	MA	02492	R
G	Inspector	Laura V.	Cullen	133	Grant Street	Needham	MA	02492	U
A	Warden/Teller	Robert S.	Dangel	28	Hewitt Circle	Needham	MA	02494	U
H	Inspector	Maryanne	Dinell	36	Eaton Road	Needham	MA	02492	U
I	Inspector	Paul J.	Durda	149	Laurel Drive	Needham	MA	02492	D
C	Clerk	Theodora K.	Eaton	51	Bonwood Road	Needham	MA	02492	U
C	Inspector	Claire Dee	Ecsedy	20	Holland Terrace	Needham	MA	02492	D
B	Inspector	David	Ecsedy	20	Holland Terrace	Needham	MA	02492	D
H	Inspector	Richard W.	Epstein	75	Highland Terrace	Needham	MA	02494	R
F	Inspector	Marsha	Fearing	805	Highland Avenue #5	Needham	MA	02494	D
E	Inspector	Harriet R.	Felts	16	Wildale Circle	Needham	MA	02494	D
TH	Inspector/Teller	Amy B.	Goldstein	12	Cogswell Court	Needham	MA	02492	U
F	Inspector	Timothy J.	Grady	186	Elmwood Road	Needham	MA	02492	U
B	Inspector	Janyce	Greene	190	Pine Grove Street	Needham	MA	02494	U
A	Clerk/Teller	Payson L.	Greene	190	Pine Grove Street	Needham	MA	02494	U
F	Clerk/Teller	Cynthia A.	Hadley	933	Greendale Avenue	Needham	MA	02492	D
B	Inspector/Teller	Elizabeth	Hart	154	Hillside Avenue #1	Needham	MA	02494	D
G	Warden/Teller	Samuel	Hart	154	Hillside Avenue #1	Needham	MA	02494	U
G	Clerk/Teller	Walter D.	Herrick	131	Pine Grove Street	Needham	MA	02494	U
D	Inspector/Teller	Paula S.	Higgins	159	Hillcrest Road	Needham	MA	02492	D
B	Inspector	Susan	Himmelsbach	632	Webster Street	Needham	MA	02492	U

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E	Inspector	Mary Jane	Houlihan	27	Ingleside Road	Needham	MA	02492	D
F	Warden/Teller	Steven N.	Jacques	41	Hancock Road	Needham	MA	02492	D
A	Inspector	Anne C.	Johnson	87	Taylor Street	Needham	MA	02492	U
J	Inspector	Janet	Kahane	119	Bird Street	Needham	MA	02492	U
J	Inspector	Susan C.	Kalish	900	Greendale Avenue, #20	Needham	MA	02492	D
D	Inspector	Sharon	Katz	12	McCulloch Street	Needham	MA	02494	U
G	Inspector	Mary (Lee).	Kelly	401	Hunnewell Street	Needham	MA	02494	U
H	Inspector	Suzanne	Kelly	18	Holland Street	Needham	MA	02492	D
F	Inspector	Shirley J.	Klepadlo	23	Blake Street	Needham	MA	02492	U
D	Inspector/Teller	Mary R.	Kordas	34	Mackintosh Avenue	Needham	MA	02492	U
F	Inspector	Shawn Z.	Larsen	145	Broadmeadow Road	Needham	MA	02492	D
C	Inspector/Teller	Richard T.	Lawless	159	Hillcrest Road	Needham	MA	02492	D
D	Inspector	Marie E.	Lawrence	16	Margaret Road	Newton	MA	02461	U
I	Clerk/Teller	Constance E.	Leacock	778	Greendale Avenue	Needham	MA	02492	D
G	Inspector	Constance B.	Leonard	463	Great Plain Avenue	Needham	MA	02492	U
G	Inspector	Marla	Levinson	7	Brewster Drive	Needham	MA	02492	U
H	Inspector	Richard J.	Lunetta	15	Oak Street, Apt #302	Needham	MA	02492	D
E	Inspector	Catherine S.	Lunetta	15	Oak Street	Needham	MA	02492	D
TH	Inspector/Teller	Ann	MacFate	421	Greendale Avenue	Needham	MA	02494	U
D	Inspector/Teller	Fabienne A.	Madsen	45	Walnut Street	Needham	MA	02492	R
J	Warden/Teller	Marcia	Mather	85	Grove Street, #110	Wellesley	MA	02482	U
C	Inspector	Joseph	McCabe	93	Garden Street	Needham	MA	02492	D
J	Inspector/Teller	Leonora	McNally	778	Greendale Avenue	Needham	MA	02492	D
E	Inspector	Marsha B.	Moller	160	Dawson Drive	Needham	MA	02492	D
C	Inspector	Leslie H.	Nelken	100	Gay Street	Needham	MA	02492	D
A	Inspector/Teller	Judith S.	Ogilvie	47	Powers Street	Needham	MA	02492	D
A	Inspector	Kathleen J.	O'Keeffe	51	Alden Road	Needham	MA	02492	U
A	Inspector	Elaine	Parks	17	Blacksmith Drive	Needham	MA	02492	D
F	Inspector/Teller	Deborah T.	Rempis	865	Central Avenue #E304	Needham	MA	02492	U
H	Warden/Teller	James E.	Reulbach	96	Bradford Street	Needham	MA	02492	U
A	Inspector/Teller	Madeleine	Rex	320	Cedar Street	Needham	MA	02494	D
F	Inspector	Mary	Risio	45	Richdale Road	Needham	MA	02494	D
H	Inspector/Teller	Gerald C.	Rovner	48	Cynthia Road	Needham	MA	02494	D
E	Warden	Colleen F.	Schaller	24	Avon Circle	Needham	MA	02494	U
B	Clerk	Theodore A.	Schvimer	865	Central Avenue #A317	Needham	MA	02492	D
TH	Inspector/Teller	Kalpana M.	Shah	168	Linden Street, Apt B	Needham	MA	02492	U
G	Inspector/Teller	Stacie	Shapiro	12	Pine Grove Street	Needham	MA	02494	D
B	Inspector/Teller	Ann	Sherman	53	Oxbow Road	Needham	MA	02492	D
I	Inspector/Teller	Mary Clare	Siegel	27	Grant Street	Needham	MA	02492	U
TH	Warden/Teller	Leah	Sims	10	Hewett Circle	Needham	MA	02494	D
C	Inspector	Barry	Singer	144	Evelyn Road	Needham	MA	02494	U
I	Inspector	Mary B.	Sullivan	75	Audrey Avenue	Needham	MA	02492	D
E	Inspector	Ina	Tamir	22	Aletha Road	Needham	MA	02492	D
B	Warden/Teller	M. Kathleen	Tedoldi	13	Maple Street	Needham	MA	02492	U
E	Clerk	Joan M.	Tirrell	389	Manning Street	Needham	MA	02492	U
E	Inspector	Edie A.	Toolan	10	Beaufort Avenue	Needham	MA	02492	D
J	Inspector	Timothy B.	Tormey	160	Stratford Road	Needham	MA	02492	R
A	Inspector	Julie	Traub	17	Hasenfus Circle	Needham	MA	02494	R
J	Inspector/Teller	Judith	Venditti	6	Lindbergh Avenue	Needham	MA	02492	U
E	Inspector/Teller	Ann M.	Walsh	900	Greendale Avenue #12	Needham	MA	02492	U
G	Inspector	Jane	Weinstein	26	Tillotson Road	Needham	MA	02494	U

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Precinct	Title	First Name	Last Name	St #	Street Name	Town	State	Zip Code	Party
H	Clerk/Teller	Cynthia	Wolfe	191	Fox Hill Road	Needham	MA	02492	U
C	Inspector	Natalie S.	Woodward	213	Rock Street, #K5	Norwood	MA	02062	D
I	Inspector	Arno M.	Zander	178	Thornton Road	Needham	MA	02492	U
G	Inspector	Parthena	Zimplas	805	Highland Avenue #6	Needham	MA	02494	U
TH	Inspector/Teller	Jonah	Zacepitzky	High School Student					

Town of Needham
Select Board
Minutes for Tuesday, June 24, 2025
Select Board Chambers and
Via ZOOM
https://us02web.zoom.us/j/89068374046

6:00 p.m. Call to Order

A meeting of the Select Board was convened by Chair Heidi Frail. Those present were Marianne Cooley, Joshua Levy, Kevin Keane, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance and Katie King, Deputy Town Manager were also in attendance. Vice Chair Cathy Dowd joined via Zoom.

6:01 p.m. Public Comment Period

Bob Baker, 57 Gayland Road, reported on the progress of bringing disc golf to Needham. Disc golf is a low cost, accessible and ecologically friendly sport. Mr. Baker thanked Board members and the Park and Recreation Commission for their receptiveness to the idea of bringing disc golf to the Needham Town Forest. He noted that he hoped to secure funding to establish a course in 2026. He added that disc golf is not an activity that excludes or endangers other Town Forest users; signage would make it clear that all other activities take precedence.

Kate Linzmeyer, 7 Stonecrest Drive, member of Act for Needham, reported that she attended a visioning session for the Pollard project. She commented on the robust discussion from a variety of stakeholders. A common theme was the desire for the new school to be a community asset. She expressed that an auditorium and theatre space should be prioritized and noted that several other MSBA-supported middle school projects included such facilities. She added that community use of these facilities could create additional revenue to offset maintenance costs.

Miles Yountz, 14 Hillside Avenue, spoke to the Board about his experiences participating in High School theater shows every year as a rising junior at NHS. He noted that the productions he has participated in often sell out and there are inevitably people who are not able to attend due to lack of space. He believes that the Needham Public Schools community will benefit from a performance center that has the space and technology to support the thriving program.

Louisa Krauss, 66 Hunnewell Street, a rising sophomore at NHS, commented that the productions that take place in Needham are a significant part of the culture of arts in Town. The productions provide opportunities for students to learn leadership and responsibility, including in the extensive technical roles. Specifically, the outdated sound and lighting systems present various challenges for production. As a member of the pit orchestra providing music for musicals, she noted that emergency exits are often compromised due to the placement and spacing of the

orchestra. She urged the Board to take advantage of the opportunity to transform the Pollard space.

6:11 p.m. Public Hearing: Recycling and Transfer Station User Fees and Charges
Presenters: Solid Waste Disposal & Recycling Advisory Committee, David Davison, Deputy Town Manager/Finance, Carys Lustig, Director of Public Works, Cecilia Simchak, Assistant Director of Finance, Matthew DeMarrais, Superintendent of the Recycling & Solid Waste Division

The Solid Waste Disposal & Recycling Advisory Committee and staff reviewed the recommended changes to the RTS rates and charges. The proposed changes would become effective October 1, 2025. It is anticipated that the Select Board will vote on the proposed rates at its meeting on July 22, 2025. The changes are specifically related to box springs/mattresses and truck tires. These changes reflect that the cost to the Town to dispose of these items exceed the current charge to residents. Mr. Keane asked how many boxsprings are disposed of per year, to which Mr. DeMarrais responded approximately 1,000 per year.

6:19 p.m. Kate Fitzpatrick Day Proclamation

In celebration of Town Manager Kate Fitzpatrick's retirement after 35 years of dedication to the Town of Needham, Select Board members acknowledged the many accomplishments and qualities of Ms. Fitzpatrick during her leadership. Select Board members highlighted Ms. Fitzpatrick's contributions to the Town, local government, and the role of women in government. They emphasized the immense success of Ms. Fitzpatrick's efforts towards achieving stability and longevity for Needham, recognizing her level-headed, gracious, and optimistic attitude that set the stage for many positive changes within local government.

Matt Borrelli, former Select Board member, expressed his appreciation for Ms. Fitzpatrick during his time on the Select Board and the Finance Committee, especially her ability to bring teams together to achieve long-term common goals. Mr. Borrelli announced the establishment of a trust fund in Ms. Fitzpatrick's honor.

Michael Fee, elected Town Moderator, expressed his appreciation for Ms. Fitzpatrick and her dedication, expertise, and respect that she has had for the Town structure and institutions.

State Senator Rebecca Rausch described Ms. Fitzpatrick as an exemplary public servant; her well-earned and well-deserved reputation is a testament to active listening, finding common ground, and leading friends and colleagues through change that takes a positive attitude and optimism. Senator Rausch read a citation from the Massachusetts Senate in recognition of Ms. Fitzpatrick's 35 years of service. The Senate will also adopt a formal resolution in her honor during their upcoming session.

Representative Josh Tarsky emphasized Ms. Fitzpatrick's impact on all areas of the Town and surrounding towns as well, and thanked Ms. Fitzpatrick for her service. He likewise noted that the Massachusetts House of Representatives will adopt a formal resolution honoring her public service.

Following comments from the Board and other members of the Needham community, Vice Chair Cathy Dowd read the Kate Fitzpatrick Day Proclamation, highlighting the significant contributions made by Ms. Fitzpatrick throughout her 35 years of service to the Town of Needham.

Motion by Ms. Cooley that the Board vote to approve and sign the Kate Fitzpatrick Day Proclamation.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

Following this motion, Ms. Fitzpatrick reflected on her 35 years in Needham since 1990, focusing on the work that has been accomplished in Town during this time. She was confident that new leadership is well-rooted in the current systems and in new ideas that are to come. She expressed her gratitude for the opportunity to serve Needham as Town Manager.

6:58 p.m. Poet Laureate Update
Presenters: Rob MacLean, Library Director, Anne Nydam, Poet Laureate

Mr. MacLean provided an update on the Poet Laureate program, noting that the program launched in early December and has included a website, logo, and bookmarks, assisted by Library staff. Ms. Nydam spoke on her time as Poet Laureate thus far, including:

- Monthly poetry discussion group at the Needham Public Library
- Poetry program for teens at the Needham Public Library
- Poetry workshops with 2nd and 4th grade classes at Mitchell Elementary School
- Writing workshop with the poetry discussion group at Needham Public Library
- National Great Poetry Reading Day Program at Center at the Heights
- Poetry stations during Needham Open Studios

Ms. Nydam emphasized the role of poetry in connecting with others and understanding how others view the world we also experience. She also read an original poem entitled "Home":

Each of us is home
To many homes.
The place you' re born
May settle in the heart -
For some, New England's maple-sweetened hills, For some, a scene of other trees on other earth. The place you went to school
May live in you-
Lessons like the slant of sun,

Arrangements of worn desks,
Voices in whatever language
Cradled childhood dreams.
A home may be
The city where you joined someone,
The house where family grew,
The place you came to rest.
A song may carry you like home,
That book that always draws you in,
The face of one who loves you,
Their voice, their touch:
Where you belong.
We carry many homes within us,
Packed like sweaters
Still carrying familiar scents
And whispered memories.
But for all the gathered homes
Folded in our hearts,
Layered, tattered, outgrown, loved,
We share the same home
Here. This home
Comes wrapped in trees,
Displayed on granite ledge,
Tied with a ribbon of river.
We share this home
In checkout lines, familiar streets,
The trill of wrens and shrill of hawks,
The snow, the mud.
We share the fireworks and fire trucks, Playground and commuter rail,
Parking lots and parks.
And in this shared place
We are home to one another.
Our faces, our voices,
Our fears and joys, frustration and generosity - Each of us the fabric of each others' lives:
And each of us is home.

7:05 p.m. Trust Funds
Presenter: David Davison, Deputy Town Manager/Director of Finance

Mr. Davison discussed a pending change to the Town's trust funds with the Board. Mr. Davison noted the pending addition of the Kathleen "Kate" P. Fitzpatrick Professional Development Fund and sought the Board's acceptance of this trust. Mr. Davison emphasized that Ms. Fitzpatrick has been committed to professional development over many decades and this fund will honor her for years to come.

Board members expressed their gratitude and appreciation to Ms. Fitzpatrick.

Motion by Ms. Cooley that the Board accept donations for the establishment of a new trust fund to be known as the Kathleen "Kate" P. Fitzpatrick Professional Development Fund and that the funds be transferred to the custody of the Treasurer Collector and maintained by the Commissioners of Trust Funds. The funds may be expended at the discretion of the Town Manager on expenses for professional development for management-level Town employees but not the Town Manager. Expenses may include but are not strictly limited to conferences, seminar registration fees and travel expenses related to said conference or seminar. Use of the funds is allowed at times when the usual funding source cannot fully cover costs. Both principal and interest may be expended, but a permanent balance of $3,000 must be maintained.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

7:09 p.m. Public Hearing: Eversource Grant of Location – 36 Coulton Park
Presenter: Joanne Callender, Eversource Energy

Eversource Energy requested permission to install approximately 6 feet of conduit in Coulton Park. The reason for this work is to provide service to 36 Coulton Park.

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.

Motion by Ms. Cooley that the Board vote to approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Coulton Park.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

7:11 p.m. Public Hearing: Eversource Grant of Location – 9 Alden Road
Presenters: Joanne Callender, Eversource Energy, Joe Prondak, Building Commissioner

Eversource Energy requested permission to install approximately 7 feet of conduit in Alden Road. The reason for this work is to move existing overhead service underground for 9 Alden 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.

Joe Prondak, Building Commissioner, noted that this work has already been completed. Given that this was an existing home and there was no building permit

issued, an inspector approved the work underground. The pole appears to be located on private property; however, it is located on public property. Mr. Prondak noted that he has implemented a new policy that when Town staff takes in a permit for any underground service, they hold off on any inspections on that work until either it is confirmed that no grant of location is required, or a grant of location has been issued by the Board.

Motion by Mr. Keane that the Board vote to approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Alden Road. Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

7:16 p.m. Set Water and Sewer Rates
Presenters: David Davison, Deputy Town Manager/Director of Finance, Carys Lustig, Director of Public Works, Cecilia Simchak, Assistant Director of Finance

Mr. Davison reviewed the three potential water and sewer rates scenarios that were presented to the Board at their prior meeting. Each would raise the necessary revenue in order to meet the Town's budget obligations for water and sewer operations for FY2026. Board members asked specific questions about each proposed scenario, the groups impacted by these various scenarios, and a comparison of the subsidies for both sewer and water. Mr. Davison emphasized that for any given customer, the change of rates will be different.

Motion by Mr. Levy that the Board approve the water and sewer rates identified as Alternative 70 and that they be effective July 1, 2025; that the Board approve a Septage Disposal fee of $85.00 per 1,000 gallons. Unanimously approved 5-0 by roll call vote.

7:51 p.m. Appointment Calendar and Consent Agenda
Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda with the exception of Item 1.
Second: Mr. Levy. Unanimously approved 5-0 by roll call vote.

APPOINTMENT CALENDAR

1.	Jacob Shapiro	Council of Economic Advisors Term Exp: 6/30/2026
2.	Rich Adduci	Needham Community Revitalization Trust Fund Committee: Term Exp: 6/30/2028
3.	Pardis Springer	Human Rights Committee Term Exp: 6/30/2027

CONSENT AGENDA

1.	Approve Open Session Minutes of May 27, 2025.
2.	Accept the following donation made to the Needham Free Public Library: • $94.14 from an anonymous donor

3.	Accept the following donation made to Needham Public Health: • $30 from Claire Blum for Needham's Gift of Warmth program
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund: • $100 from the Rotary Club of Needham
5.	Accept the following donation made to the Needham Tree Fund: • $250 from the Needham High School Class of 2025
6.	Approve the 2025 Weekday and Sunday Entertainment licenses for the Rotary Club of Needham Carnival running from July 24 to July 27, 2025, pending receipt of all required paperwork and approval from the following departments: Police, Fire, Park and Recreation, and Public Works.
7.	**Approve the following penalties for violations of M.G.L., Ch 138, Sec. 34 (sale of alcohol to a minor) and the Town of Needham Regulations for the Sale of Alcoholic Beverages (failure to use ID scanner and failure of staff to be sufficiently trained) on March 19, 2025:** • **PM Story Corp, dba Little Spoon: One six-day and one one-day license suspension** • **Fusion Cuisine, dba Gari: Two one-day license suspensions**
8.	**Approve the following penalty for violations of M.G.L., Ch 138, Sec. 34 (sale of alcohol to a minor) and the Town of Needham Regulations for the Sale of Alcoholic Beverages (failure to use ID scanner) on March 19, 2025:** • **Needham Lending Company, LLC dba Sheraton Needham Hotel: One one-day license suspension and one one-day license suspension held in abeyance until March 19, 2026**
9.	Approve and Sign Water Sewer Abatement 1344
10.	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager after consultation with the Human Resources Advisory Committee, adopt a revised classification and compensation plan (Schedule C) for FY2026

7:51 p.m. FY2024 Financial Audit
Presenters: CBIZ Advisors, LLC (Independent Auditors), David Davison, Deputy Town Manager/Director of Finance

Mr. Davison and Mr. McIntyre, representative of the audit firm CBIZ Advisors, LLC (formerly Marcum LLP), updated the Board as to their work and audit of the Town's general purpose financial statements for fiscal year 2024. Challenges with staff vacancies and software have contributed to a delay in completing this audit past the usual six-month timeframe. Mr. Davison noted that the Town agrees with the recommendations from CBIZ Advisors, especially with a new procedure in terms of having a more permanent correction to the reconciliation process. From a financial standpoint, there were no areas of concern regarding the Town's financial position.

Mr. McIntyre stated that there were no significant issues in the audit, however the key receivable account reconciliations were not completed until later than standard, within 6 months. Mr. McIntyre reviewed the audit, focusing on the long-term perspective financial statements and the short-term perspective as well. He also reviewed the Needham Retirement System financial balance sheet and the post-employment benefit trust fund balance sheet. There have been substantial increases driven by investment earnings. He noted that Needham has a rapid pay out schedule of paying off debt, a key metric that rating agencies use. Discussion ensued regarding the causes of the delay of the audit and potential solutions.

8:14 p.m. Town Manager

Town Manager Report

- Ms. Fitzpatrick attended the School Committee meeting last week at which they voted to approve Unit A (Main Teacher's Contract). The School Committee and Administration reported that they had lost ground against comparable salaries. Ms. Fitzpatrick noted that future challenges will be sustainability for salary growth.
- With the permission of the Board, Ms. Fitzpatrick will send a letter to the Joint Committee on the Environment in support of House Bill 1018.

8:19 p.m. Board Discussion

Open Meeting Law Complaint

Barbara McDonald filed an Open Meeting Law Complaint Form with the Select Board on June 16, 2025. In this complaint, Ms. McDonald alleged violations of the Open Meeting Law relating to the recent appointment to fill a vacancy on the Needham Housing Authority Board of Commissioners.

Town Counsel Chris Heep outlined the various arguments of the complaint, notably that the complainant argued that Cathy Dowd and Jim Flanagan formed a subcommittee and that as a result they were subject to the Open Meeting Law. Mr. Heep responded that Ms. Dowd and Mr. Flanagan did not intend to create a subcommittee; the Select Board did not discuss the appointment process or take a vote to create a subcommittee. He continued that he believes Ms. Dowd acted in accordance with the Select Board's appointment policy which gives the Vice Chair standing responsibility to engage in this review process independently. Mr. Heep cited two recent examples where the same process was followed. Additionally, the two finalists' names were disclosed in the Agenda Packet that was published at the same time as the agenda itself. Finally, the complainant asserted that the discussion held at the June 10, 2025 Select Board meeting should have included a broader discussion on all applicants. Mr. Heep noted that the Open Meeting Law does not require such discussion. Discussion ensued regarding the hypothetical proceedings of events if the interviews had been held in Executive Session and an appropriate response to the complaint.

Motion by Ms. Cooley that the Board vote to authorize Town Counsel to prepare and submit a response to the Open Meeting Law complaint.
Second: Mr. Keane. Unanimously approved 5-0 by roll call.

Committee Reports

Mr. Keane reported that the Stormwater By-Law Working Group continues its work. The DPW team is working on a background memo, and the Committee intends to report back in mid-July.

Ms. Cooley asked if Mr. Keane will remain on the Memorial Park Trustees Committee or if Ms. Frail will replace him. Ms. Frail noted that Mr. Keane will remain on the Committee and that the allocation of Board members on committees is on the Goals list for this summer.

Mr. Keane reported that the Branding & Town Seal Committee received an iteration from the illustrator and will conduct another round of revisions.

Ms. Frail reported that the Council of Economic Advisors met and welcomed new members. They also heard from Lee Newman about potential developments in Town and potential impacts on Needham. Ms. Frail also reported that the Large House Committee met, as well as the Off-Leash Dog Park Pilot public forum.

8:41 p.m. Adjourn

Motion by Ms. Cooley that the Board vote to adjourn the Select Board Meeting of Tuesday, June 24, 2025.
Second: Mr. Levy. Unanimously approved 5-0 by roll call.

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, July 22, 2025, at 6:00 p.m.

A video recording of the June 24, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=T6-Uf03VEPU or at https://www.needhamchannel.org/2025/06/needham-select-board-6-24-25/.