

BOARD OF SELECTMEN

March 11, 2014

Needham Town Hall ~ ~~Power's Hall~~ Selectmen's Chambers

REVISED Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Commendation for RADD- SALSA Youth Leaders • District Attorney Michael Morrissey
2.	7:05	Operational Override Recommendation - School Department Presentation, Public Comment, Board Discussion and Vote
3.	7:55	CPC Consultation • Janet Bernardo, CPC Chair • Lita Young, CPC Vice Chair • Patty Carey, Director of Park & Recreation
4.	8:10	Town Manager • Mitchell School & Pollard School Renovation – Statement of Interest
5.	8:15	Board Discussion • Board Position on Ballot Question - Sale of All Alcoholic Beverages in Restaurants with Fewer than 100 Seats • Committee Reports
6.	8:20	Executive Session Exception 3

APPOINTMENTS

1.	Marianne Cooley	Large House Review Study Committee
2.	Joanne (Jody) Feinberg	Cultural Council (term expires 6/30/2017)
3.	Kalpana Shaw	New Year's Needham (term expires 6/30/2015)

CONSENT AGENDA *=Backup attached

1.*	Approve a Special One Day Wines & Malt Beverages License for Sara Lynn Reynolds to host a meet and greet on March 26, 2014 from 5:00 p.m. to 8:00 p.m. The event will be held at the Needham Historical Society, 1147 Central Avenue, Needham.
2.*	Approve a Special One Day Wines & Malt Beverages License for Maria Freda of Walnut Hill School for the Arts, to host a faculty/staff appreciation event on March 21, 2014 from 7:15 p.m. to 10:00 p.m. The event will be held at the Needham Bowl Away, 16 Chestnut Street, Needham.
3.*	Approve a Special One Day Wines & Malt Beverages License for Robert Timmerman

	of the Needham Knights of Columbus to hold its St. Patrick's Dinner Dance on Saturday, March 15, 2014 from 6:00 p.m. to 11:00 p.m. The event will be held at the Needham Knights of Columbus, 1211 Highland Avenue, Needham.
4.	Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period March 18, 2014 to April 17, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
5.*	Approve minutes from February 11, 2014, and February 25, 2014 Open and Executive Session meetings.
6.	Accept the following donations made to the Needham Off Leash Dog Area account: \$20 from John & Suzanne Ennis; \$50 from Suzanne & James Bandanza; \$50 from Kerivan-Lane, Inc.; \$10 from Elizabeth Goldman; \$25 from Mark & Mary Busa; \$200 from Paul Dellaripa & Monique Roth; \$15 from Kathleen Kelly; and \$367.35 from the 3 rd graders at Newman Elementary School.
7.	Approve a 20(c) exemption request for Artie Crocker, Chair of New Year's Needham and sole proprietor of Crockergraphics. Crockergraphics provides service to the Town of Needham for a fee.
8.	Accept the donation of conference table and chairs from the Needham Bank.
9.	Accept donation made to New Years Needham: \$300 from William Gallagher/Needham Running Club



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/11/2014

Agenda Item	Commendation for RADD- SALSA youth leaders
Presenter(s)	District Attorney Michael Morrissey

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) supports the youth program <i>Rockets Against Destructive Decisions</i> (RADD) and the peer mentoring group <i>Students Advocating Life Without Substance Abuse</i> (SALSA). RADD shares the mission of the student leadership club <i>Students Against Destructive Decisions</i> (SADD) a prevention, education and advocacy organization that promotes safe and healthy decision making. RADD- SALSA students engage in peer education, wellness advocacy and prevention initiatives supporting safe and healthy decision making, mental health wellness, and reducing substance use. RADD-SALSA members sponsor evening pro-social substance free events such as <i>5th Quarter</i> and Coffee Houses to give teens fun and safe places to connect, they speak to Pollard 8th grade Health classes to teach Refusal Skills to navigate away from risky behavior and promote Social Norms data that the majority of Needham youth are substance free. Throughout the year members present their mission to NPS faculty and staff in addition to speaking at the annual Parent Conferences, committing over 400 hours of service as advocates for wellness of younger students as well as their peers. District Attorney Michael W. Morrissey would like to recognize the contributions and commitment of Needham RADD- SALSA members by presenting a commendation to them.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. RADD/SALSA Postcard			

Don't let anyone

talk you into something you don't want to do!

NHS SALSA Kids (Students Advocating Life Without Substance Abuse)



It's your choice whether or not to use substances- no one can force you. Focus on the behavior you are declining. Do not make it "about" your friend

You are not alone- The majority of NHS students choose not to use- more are choosing a drug free life.

It is not only healthy to be drug free- **it's cool to be drug free!**

You can go to parties, **have fun** and still be in control

You will be respected if you are drug free



the top 10

Top 10 Ways to say "no thanks" to someone pushing alcohol or Drugs:

1. "No, I can't. I'm taking medication."
2. "No thanks. My parents would ground me for life."
3. "I'm on a team and MIAA rules forbid it. I could get kicked off the team."
4. "No thanks, I lost a family member to alcohol."
5. "No thanks. It's just not my thing"
6. "Can't. My body has an immune intolerance to alcohol."
7. "let's go get a snack at my house. I'm hungry."
8. "I need all the brain cells I can get. No thanks."
9. "No, if I did I'd probably get sick"!
10. "No thanks"

Above all, be confident & true to yourself. Practice what you plan to say. You only need to be able to say it a few times and people will stop asking!

WEBSITES TO CHECK OUT

NIDA (National Institute for Drug Abuse)
<http://teens.drugabuse.gov/>

Above the Influence
www.abovetheinfluence.com/facts/drugfacts

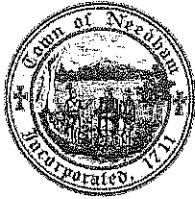
The cool spot
www.thecoolspot.gov

Join the **SALSA/RADD Club** at NHS
and earn Community Service credits!"
(Students Advocating for Life Against Substance Abuse).

CONTACT:

KAREN MULLEN, SALSA Parent Adviser
R_K_Mullen@yahoo.com

CAROL READ, Needham Health Department
CRead@Needhamma.gov
781-455-7500 x 259



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/11/2014

Agenda Item	Operational Override Recommendation - School Department Presentation, Public comment, Board Discussion and Vote.
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
School Committee Chairman Joseph Barnes and Superintendent Dan Gutekanst will outline the School Committee's proposed supplemental budget request included on the ballot for the 2014 Annual Town Election. The Board will accept public comment and will discuss its position on the ballot question.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to support (not to support) the operational override for the Needham Public Schools shown as Question 2 on the 2014 Annual Town Election Ballot.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Annual Town Election Warrant			

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Member of School Committee for Two Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for Two Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
One Town Meeting Member from Precinct F for One Year;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

"Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?"

ARTICLE 3: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

"Shall the Town of Needham be allowed to assess an additional \$1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?"

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 7 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 under our hands at Needham aforesaid this ____ day of _____ 2014.

DANIEL P. MATTHEW, Chairman
JOHN A BULIAN, Vice Chairman
MAURICE P. HANDEL, Clerk
MATTHEW D. BORRELLI
MARIANNE B. COOLEY
Selectmen of Needham

a true copy
ATTEST:



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/11/2014

Agenda Item	Community Preservation Committee - Proposals Under Review
Presenter(s)	Janet Bernardo, CPC Chair Lita Young, CPC Vice Chair Patty Carey, Director of Park and Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Bernardo, Ms. Young and Ms. Carey will consult with the Board about the projects currently under review by the Community Preservation Committee for the 2014 Annual Town Meeting.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Update only.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Information on Projects Under Review b. Conservation Commission Ridge Hill Bridge Restoration PowerPoint c. Ridge Hill Trail Map			

CPC Finances FY2014

Community Housing Reserve	\$ 669,420
Historic Resources Reserve	\$ 68,320
Open Space Reserve	\$ 218,020
General Fund Reserve	\$ 915,200
CPA Free Cash	<u>\$3,766,414</u>

Total available to be appropriated by June 2014 \$5,637,374

Note, because FY2014 state contribution was larger than expected we will move \$29,100 into the Housing Reserve and \$29,100 into the Open Space Reserve from the General Fund Reserve at the May 2014 Special Town Meeting to maintain the required 10%.

2014 Eligible Projects

FY2014-1 Ridge Hill Boardwalk and Bridge Replacement	\$ 183,219
FY2014-2 Rail Trail Insurance (\$45,000 approved at Special Town Meeting)	
FY2014-3 Town Common Historic Re-Design	\$ 20,000
FY2014-4 Memorial Park – Field Improvements	\$ 257,000
FY2014-5 Vital Records	<u>\$ 52,500</u>

Total to be possibly appropriated at May 2014 Annual Town Meeting \$ 512,719

Estimated Revenue for 2015: \$2,346,000

2014-1 Ridge Hill Reservation Swamp Trail Boardwalk and Charles River Trail Bridge replacement projects

The Needham Conservation Commission is requesting funding for a project to re-build both a boardwalk swamp trail at Ridge Hill and a bridge over a brook at the nearby Charles River Trail.

The project has previously received \$58,000 of CPA funds for the design of the two projects. The estimated construction cost is \$298,719. The request for CPA funds is for \$183,219, with the remaining funding coming from \$15,000 leftover design funds and \$100,000 from the Conservation Commission Conservation Trust Fund. This funding approach is as recommended in the Community Preservation Plan, where CPA funds supplement other sources to help complete the funding for a project.

This project is the number one priority in the recently completed Trails Master Plan. We have discussed other trails likely to request funding with the applicant. It included both trails listed in the recent CPA capital plan, and others such as the Bay Colony Rail Trail. The goal of the Trails Advisory Group is to implement the master plan as designed, even if it impacts the possible timing of other future projects. The project is ready to move forward to construction, having received all necessary environmental permits.

The former Swamp Trail, recently renamed the Timothy Otis Fuller Trail, is a key connection between two main trail loops at Ridge Hill. The connection between the two sections is of high value and is part of the priority given to this reconstruction. The raised board walk is approximately 1000 feet long, with sloped sections to connect to the grade at each end, and wider observation points along the route.

The construction system is manually installed helical metal pile supports with a pressure treated wood support framing and decking. A wood curb edge will be installed, no railing is required. This is a common construction approach. The Commission looked at alternative pile options such as pile driven pressure treated wood piles but found the metal pile supports to be desirable due to their less intrusive installation methods. Little wetlands remediation should be needed compared to wood pile installation, balancing out the increased pier material cost. Other decking systems were also examined. After review the Commission felt the pressure treated decking has the best balance of initial cost and lifespan. Composite decking would cost in excess of an additional \$50,000, while it has a longer lifespan, the significant initial cost increase was a deterrent. The main maintenance required is simple replacement of any broken or deteriorated planks.

Attached are the Ridge Hill Trails maps and selected drawings from the preliminary construction drawings, and some examples of similar boardwalk construction.

FY2014-3 Town Common Historic Re-Design

The Town Manager and the Director of Public Works has requested \$20,000 to be used to hire a consultant to design landscape and hardscape improvements for the Needham Common. The Needham Common is a historic place and requires sensitive work that makes improvements but does not disturb the familiar and pleasant features of the Common. Ed Olsen, Superintendent of Parks and Forestry has presented the project to the CPC with Kate Fitzpatrick, Town Manager.

The design consultant will develop plans for improvement of the walkways since some of the asphalt is broken; remediation for the soils and a new irrigation system, sod, and selective tree removal and plantings. The work is to be done in consultation with the Historical Commission and the Downtown group.

FY2014-4 Memorial Park turf and drainage improvements

The Town Manager and Trustees of Memorial Park seek \$257,000 to (1) improve drainage capacity on Memorial Field; and (2) improve the quality of the soil on the natural grass surface to create a better root zone and promote better drainage.

While the fields at Memorial Park handle drainage during typical storms, we have been experiencing an inordinate number of heavy rain storms over the recent past years. This is a phenomenon being experienced throughout the Northeast, where communities are experiencing what used to be considered "100 year storms" with increasing frequency. This coupled with the renovations done in the last decade to the High School and Memorial Field have changed the storm flow at Memorial Park to the point where there are often large runoffs, where water runs in a tidal wave fashion beginning from the hill near the High School and continuing to wash over the turf field and onto the grass field before cascading onto Highland Avenue. This problem has also compromised the existing root system on the natural grass field at Memorial Park, introducing an environment where grubs thrive. This compromises the fields to the point where users, mostly athletes using the baseball diamond, are less safe.

The project is eligible for CPA funding because it is an extraordinary repair of existing recreational facilities. It is expected that the work would be done in the late summer and fall to avoid impacting on the baseball season and the July Fourth festivities.

FY2014-5 Archival Vital Records Preservation

The Town Clerk is requesting \$52,500 for the preservation of some of the Town's vital records dating from 1800's to 1919. All subsequent documents have already been preserved. The records will be restored, deacidified, and bound into volumes.

Conservation Commission

Ridge Hill Bridge Restoration

Ridge Hill Reservation

- 352 acres
 - Original Bradley Estate
 - Foster property south of Charles River Street
 - McIntosh, Hueg and Stare properties to the north (33 acres, added in 1989),
 - Wiswall property extending to Cartwright Road (18 acres, added 2000).
 - Beard property on Grove Street
 - Easements held by the Corps of Engineers.
- More than 8 miles of trails

Ridge Hill Reservation

Ridge Hill Reservation together with surrounding undeveloped lands (the Nike Site, the WGBH Towers, the Tennis Club, the Eastman Conservation Area at the Newman School, the Ann Volante Conservation Area, the former town Landfill, and the Jacob Wildlife Sanctuary) is the largest contiguous unfragmented, undeveloped land (forested, meadow, wetland) in Needham west of I-95 - nearly 1,000 acres of wildlife habitat.

The size of this largely intact natural area provides many significant values to the town - flood storage and flood damage protection, water quality protection, groundwater recharge of the town's aquifer, wildlife habitat, and educational values.

2008 Trails Master Plan

Trails are as much a resource for traveling as they are a destination for exercise, having fun, exploring nature, and observing the natural environment. Needham's citizens walk their dogs, go birding, cross-country skiing, and simply enjoy the community in which they live, work and play

Open spaces provide them with an enhanced quality of life

Needham Open Space and Recreation Plan

Needham's municipal officials and residents are committed to balancing continued pressure for development with the need to protect our natural resources and provide recreational opportunities¹¹ and facilities for people of all ages.

Open Space and Recreation Plan Vision

- Broad mix of permanently protected open spaces that ... provide opportunities for passive recreation
- A well-documented interconnected network of trails is available
- Recreational resources are maintained and expanded in a manner that is consistent with the needs and interests of the community

Ridge Hill Values

- Outdoor recreational space
- Healthy activities
- Nature connection
- Outdoor educational space

Ridge Hill Users

- Walkers
- Dog Walkers
- Families
- Cross-country Skiers
- Seniors
- Park & Recreation Programs
- Conservation Commission Programs

Focus on Ridge Hill

- Volunteer Trail Stewards
- Trail signs
- New kiosks
- Ecological Management Plan
- Cartwright Road gate
- Stone wall repair
- Monthly trail walks
- Esker Trail loop completed (Thank you, Exchange Club!)

Ridge Hill Walks

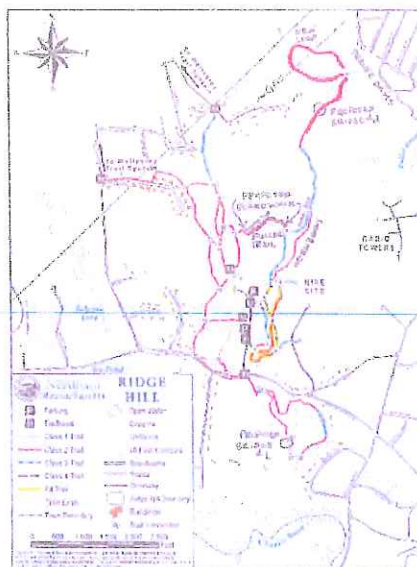


Project Summary

- Replace Fuller Trail Bridge
 - 1,000 feet long
 - 3-4 feet wide
 - Connect Esker Trail (east system) with Chestnut Trail (west system)
- Replace Charles River Trail Bridge
 - 18 feet long
 - 5 feet wide
 - Key link on south trail system

Ridge Hill

- Esker Trail loop
- Fuller Trail
- Charles River Trail



Importance of the Fuller Trail

- Passive/active recreation - connects East and West Trail Systems
- Education – schools, scouts, summer programs
- Unique access – heart of Ridge Hill wetlands. The only way to bring school groups into a wetland and teach wetland values

Chronology

- Town approved \$56,000 CPC funds 2006
- Hired design consultant Fall 2012
- Design and cost estimate completed summer 2013
- Ready to build

Old Fuller Trail Bridge



Old Fuller Trail Bridge



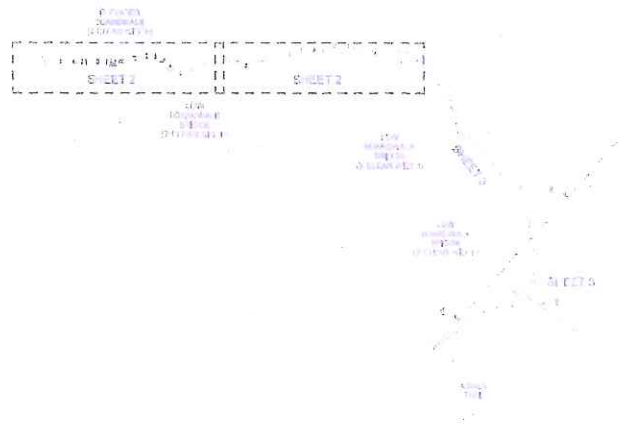
Old Fuller Trail Bridge



River Trail Bridge



Fuller Trail Layout



Changes to Design since 2006

- Extended project – originally 200-foot bridge replacement, now boardwalk entire trail
- Design as bridge + boardwalk
- Use innovative helical pile supports to avoid damage to wetland

Alternatives

- At-Grade Bog Bridge
 - Lowest Cost
 - Least Durable
 - Terrain unsuitable
 - Water too deep



Alternatives

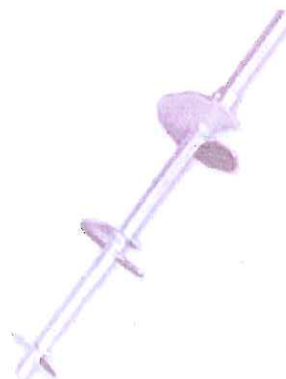
- | | |
|---|--|
| <ul style="list-style-type: none"> ■ Cast-in-place concrete piles <ul style="list-style-type: none"> ■ Moderate cost ■ High durability ■ Boring equipment would damage wetlands ■ Very difficult to bring in concrete | <ul style="list-style-type: none"> ■ Timber Piles <ul style="list-style-type: none"> ■ Low cost ■ Low durability ■ Pile-driving equipment would damage wetlands, require trees cut ■ Would require wetland mitigation, add to cost, not feasible |
|---|--|

Cost-Saving Measures

- Low above-ground height = no railings needed
- Minimum width
- Pressure-treated wood (not composite)

Preferred Structural Support

- Helical Piles
- Long-lasting steel
- Easy to install with no damage to wetlands
- Widely used
 - DCR – Alewife
 - Charles River School
 - MassAudubon



Helical Pile Installation



Pile-Supported Boardwalk



Pile-Supported Boardwalk



Pile-Supported Boardwalk



Budget

Conservation Trust Fund Contribution	100,000
2006 Funds Remaining	15,500
CPC Funding Request	183,279

Schedule

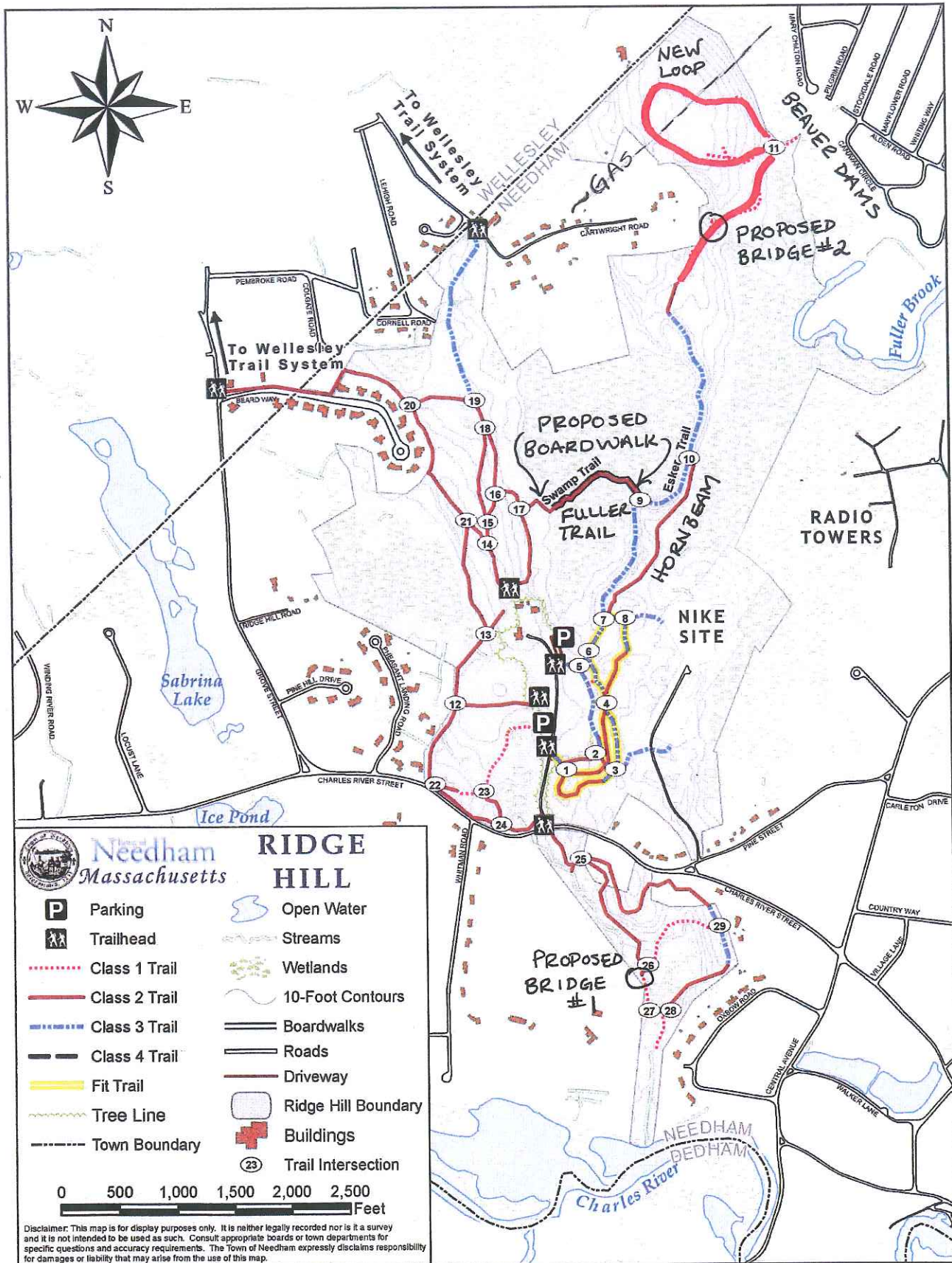
- Hire Designer ✓
- Complete design ✓
- Obtain permits – late 2013 ✓
- Hire contractor – mid-2014
- Construct -2014
- Re-Open Fuller Trail – fall, 2014

Our Vision

- All trails open and usable
- East and west sides of Ridge Hill connected
- Safe trail system
- Eliminate damage to wetland
- Improved educational use and access

Thank you!







**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/11/2014

Agenda Item	Mitchell School & Pollard School Renovation – Statement of Interest
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At its meeting on March 4 th , the School Committee voted to authorize the Superintendent to submit to the MSBA Statements of Interest for the Mitchell School and the Pollard School. Statements of Interest for these two schools were filed in calendar year 2013 along with the Statement of Interest for the Hillside School, which was accepted for participation in the MSBA process. A vote of the Board of Selectmen is required for the submission.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
That the Board of Selectmen vote as follows:			
<i>Resolved:</i> Having convened in an open meeting on March 11, 2014, the Board of Selectmen of Needham, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 4, 2014 for the Mitchell School located at 187 Brookline Street, Needham, Massachusetts, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority No. 2: Elimination of severe overcrowding, and Priority No. 7: Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority. <i>Resolved:</i> Having convened in an open meeting on March 11, 2014, the Board of Selectmen of Needham, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School			



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

Building Authority the Statement of Interest Form dated March 5, 2013 for the **Pollard School** located at 200 Harris Avenue, Needham, Massachusetts, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority No. 2: Elimination of severe overcrowding, and Priority No. 7: Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority.

3.	BACK UP INFORMATION ATTACHED	YES	NO
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- a. Statement of Interest, Mitchell School
- b. Statement of Interest, Pollard School

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2014 Statement of Interest

Thank you for submitting your FY 2014 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

**Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

CLOSED SCHOOLS: Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

ADDITIONAL INFORMATION: In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Brian McLaughlin at 617-720-4466 or Brian.McLaughlin@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/18/2014

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ☒ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☒ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☒ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☒ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ☒ After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- ☒ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ☒ Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ☒ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ☒ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ☒ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA.

Chief Executive Officer *

School Committee Chair

Superintendent of Schools

(signature)

(signature)

(signature)

Date

Date

Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/18/2014

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☒ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☒ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☒ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Renovation/ Addition

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: William Mitchell

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 11/15/2006

Planning Firm: DiNisco Design Partnership, 2006. Kaestle Boos 1998.

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is to renovate/replace the Mitchell School and increase its capacity to 528 students, for the purpose of addressing extreme overcrowding and other building deficiencies. This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Mitchell & Hillside Schools, Dore & Whittier Architects Inc. (8/22/2011, DWA); and the Pre-Feasibility Study – Mitchell & Hillside Schools, (7/6/2012, DWA.) The Town of Needham updates its Facilities Master Plan about every decade. Both the 1998 and 2006 master plans have identified the need to renovate/replace the Mitchell School to address overcrowding and other building deficiencies. A current condition assessment of the Mitchell School was completed by DWA in 2011. The Comprehensive Facilities Assessment report included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings programs, with a cost analysis of both short-term and long-term improvements. The most urgent and immediate maintenance and repair recommendations have been incorporated into the Town's five-year Capital Improvement Planning (CIP) and budgeting process. However, the Facilities Assessment also made clear that the Mitchell School is a high priority for a comprehensive building renovation/ or replacement project, due to the age of the building (60+ years), deficiencies in the size and number of core educational spaces (42% under current MSBA standards), inaccessibility of the school to handicapped students, noted deficiencies and/or end-of-life conditions in most building systems, poor energy performance, and site constraints. A copy of the Comprehensive Facilities Assessment is found in Appendix A. In 2012, DWA was commissioned to complete a Pre-feasibility Study of the Mitchell and Hillside Schools (2012, Appendix B.) The purpose of this study was to identify potential options for addressing the long-term facilities issues at each school and to initiate a public dialogue about the needs at each facility. We understand that the Feasibility Study process, if this school is selected by MSBA, will restart the evaluation process in partnership with the MSBA.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 23 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

The District's Master Educational Plan is an element of the 2006 DDP Town-wide Facilities Master Plan. In addition, the following studies have been conducted to address the long-term needs of Hillside School: Comprehensive Facilities Assessment (DWA, 2011); and the Mitchell & Hillside Schools Pre-feasibility Study (DWA, 2012.)

Is there overcrowding at the school facility? YES

If "YES", please describe in detail, including specific examples of the overcrowding.

Compared to MSBA standards, the Mitchell School is undersized by 42%, overall. As noted in the Comprehensive Facilities Assessment (DWA, 2011), specific educational spaces are undersized in comparison to current MSBA standards by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), art (-53%), and music (-48%.) (Music currently does not occupy a dedicated space, because it is on the stage in the Cafeteria.) The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in stairways, corridors and storage rooms. Currently, the 1.5 FTE reading teachers share a converted closet office and one small group table with a full-time special education teacher. Students must walk through general education classrooms to access the reading room and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, which has created a confidentiality issue for the students being seen at that time. In addition, occupational therapy (OT) has virtually no space for gross motor activities and often has to

provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. This leads to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings. Finally, the undersized and inadequate spaces mean that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Due to the lack of appropriate specialized program space, music, art and media/technology education are delivered in a way that compromises the educational program. Music instruction is delivered on the stage in the stage/cafeteria space, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. There is no separate storage space for chairs, music and instruments. In addition, there are an insufficient number of electrical outlets on the stage to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use of the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time, or to prepare sound materials and instruments. Music classes also are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. Art classes are held in a classroom that is barely 2/3 the size of a regular classroom. Students are cramped and storage of art materials in the room is limited. The Media Center size is problematic because the limited size and configuration force computer and media classes to run simultaneously within the same space with no sound separation. The school has no separate performance space.

Mitchell does not have adequate space to offer full-day Kindergarten or provide dedicated classroom space to the Kindergarten After School Enrichment (KASE) Program, which is located in leased space at the Congregational Church in Needham.

Finally, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council, and parent groups.

To remediate the space shortage at Mitchell School on a temporary basis, the District is constructing four temporary modular classrooms at the Mitchell School facility, which are planned to open in Fall, 2014. The modular classrooms will house the Kindergarten classes, as well as the Kindergarten After School Program (relocated from the Congregational Church) and art.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 1

At which schools in the district? Newman Elementary School, Needham High School (NHS)

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse. FY15 Proposed: 0.4 Middle School Teacher

Has the district had any recent staff layoffs or reductions? YES

If "YES", how many staff positions were affected? 1

At which schools in the district? Needham High School

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY13: 1.0 FTE NHS Special Education Teaching Assistant FY15 Proposed: 1.0 FTE Teaching Assistant

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The teacher/staff reductions in FY13 were in response to changes in Newman School enrollment and High School student support services requirements. There was no impact on program, class size or curriculum, resulting from the changes. The reductions proposed for FY15 are due to fiscal constraints, but do not substantially modify the program.

Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The budget reductions made in FY13, and proposed for FY15, do not have an impact on school facilities or class size. Generally, they result in fewer opportunities to engage in District-wide curriculum development; reduce the number of paid co-curricular faculty adviser and coaching opportunities; reduce the amount of professional development resources available to teachers; reduce educational supplies for teachers; and reduce the District's ability to respond to special education van replacement needs.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Mitchell Elementary School was originally designed in 1949 and constructed in 1949-50 as a one-story brick and steel frame elementary school with a pitched roof and an "I-shaped" floor plan. In 1959, a series of additions were made that included: 1) eight classrooms on the east side of the existing building with two connecting corridors, creating an interior courtyard space, 2) a second Kindergarten room on the southwest corner and 3) a gymnasium on the NW corner of the original building. A final construction phase in 1969 added the library, toilets and six classrooms to the northeast end of the 1959 wing. The 1959 and 1969 buildings were constructed with flat roofs.

To remediate the space shortage at Mitchell School on a temporary basis, the District is constructing four temporary modular classrooms at the Mitchell School facility, which are planned to open in Fall, 2014. The modular classrooms will house the Kindergarten classes, as well as the Kindergarten After School Program (relocated from the Congregational Church) and art program.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

49027

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Mitchell Elementary School is located in a residential area of Needham, with its primary address at 187 Brookline St. The 12.47 acre parcel has about 8.35 acres that are viable for the school building, parking and field uses. The site is about twice as long (1,100 ft.) in the east-west axis as it is wide (550 ft.) on the north-south axis. The school building sits roughly in the middle of the lot with a setback of 150 feet to Brookline Street and 120 feet to Tower Ave. The site has about 620 ft. of frontage onto Brookline St. and 45 ft. of frontage at a back entrance on the north side onto Tower Avenue. Each point of access has sidewalks, a car drop-off loop and parking, but there is no interconnecting road between the north and south sides, except for emergency access over broad sidewalks on the west side of the school. The majority of the Mitchell Elementary School students walk to the school, due to the proximity of houses to the school and the compactness of the Mitchell School District. The neighborhood is zoned as SRB single family residence-B, which allows for quarter acre lot sizes. As a result, it is one of the more densely populated single family districts in Town.

The existing school parcel has a dense stand of trees on the east, where the land drops off by about 25 feet to a wetland area. On the west side, at the edge of the open playing field, there is an adjacent Town-owned lot with a park called "Mitchell Woods," a heavily wooded sloping parcel, which slopes 50 feet down to James Ave.

The site has about 80 car parking spaces. The northern lot with 33 parking spaces, including 2 handicapped spots, is used primarily for teachers. The cul-de-sac accessed from Tower Ave. is used mainly for student drop-off / pick-up by parents. The front entrance loop on Brookline St. is used for student drop-off and pick-up by car. Five parking spaces are on the east side of the Brookline St drive. The rest of the parking spots (45 spaces) are located in a lot that abuts Brookline St to the southwest of the school building. On-street parking is restricted near the school. There is a limited drainage system for moving storm water off the site, however, it does not meet current NPDES stormwater standards.

There is an 80ft x 130ft hard-surfaced play area adjacent to the 1949 wing on the west side of the building, with an

adjacent paved basketball court. A playground with swings and play structures is adjacent to this play area and further to the west are two 60 ft baseball diamonds in an open playing field. The school is the only use on this parcel of land.

Utilities serving the school come mainly from Brookline St. There is municipal water and sewer service including: four-inch cast iron water main; a six-inch cement sewer from the original building and a six-inch asbestos cement sewer from the 1968 addition. There is a two-inch gas line in Brookline Street near the school, which is not yet connected to the school. A twenty-year-old, double-walled underground 10,000-gallon oil storage tank is located within the planted circle at the front of the building, with iron supply piping to the basement boiler room.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

The Mitchell Elementary School, 187 Brookline Street, Needham, MA 02492

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building Envelope:

The building envelope varies depending upon the phase of construction. There is little or no insulation within the walls and the exterior brick walls are in fair condition with some areas in poor condition. The original structure shows the least deterioration, with a small amount of efflorescence and brick decay. The 1959 addition shows some efflorescence and fungal growth in several areas on the exterior and there is evidence of brick settlement and cracking in several locations. Deterioration of the exterior surface was observed in areas of the 1959 and 1969 additions.

All of the window glazing within the building is single glazed and therefore very energy inefficient. Windows in the original building are steel sash with 'hopper style' venting at both the top and bottom of the window units. In the 1959 addition, the windows are a mix of steel frame and wood frame. Several of the wood windows are close to the grade and show signs of wood rot. The 1969 wing metal frame windows have evidence of rust and are allowing water to enter some of the window frames. The building envelope is very energy inefficient, when compared to contemporary codes and energy standards. Comprehensive replacement of all windows and most walls would be required to meet contemporary energy codes.

Grills and vents around the school are damaged and are being replaced under the current maintenance plan, as these are affecting the performance of existing mechanical systems. Many exterior doors around the building have been replaced; however these new insulated fiberglass panel doors have been set within the existing metal frames, which are in poor condition. Some of the remaining existing doors are original to the building and further replacement is required.

Building Structure:

1949 Building - The original building was constructed about 4 ft above grade, with a utility basement for boilers and storage at the front of the building and a crawl space beneath the rest of the building. Foundations are traditional, cast-in-place concrete with interior concrete pilasters on footings and concrete walls around the perimeter of the structure. The ground floor structure consists of exterior masonry walls and eight-inch wide flange steel columns and beams supporting roof framing of trusses with eight-inch and ten-inch steel purlins. The roof substrate has 1-½ inch wood planking spiked to the purlins and trusses. The exterior walls appear to be solid brick with steel lintels supporting the brick veneer.

1959 Addition - The single story wing has a flat roof. Foundations are traditional cast-in-place concrete with a four-inch cast-in-place concrete un-insulated floor slab. The roof framing is supported on steel columns both on the corridor and exterior. Twelve-inch girders and ten-inch deep steel beams support fourteen-inch deep open web steel joists thirty – inches on center with perlite on steel-tex decking. The exterior walls have curtain wall with masonry to sill level consisting of various materials including solid brick and concrete breeze block. Masonry cavities vary from one-inch to two –inches, typically without any insulation.

1969 Addition - This single-story flat-roofed classroom section has traditional un-insulated cast-in-place concrete foundations and a four-inch un-insulated slab on grade. Steel columns and beams support open web steel joists at four-feet on center and 1- ½ inch deep steel decking. The structural frame is in sound condition, but would not meet contemporary seismic code requirements. While the roof probably meets current loading requirements, any new roof top

equipment would require structural assessment prior to installation. The building was not designed for the addition of any future stories. Any major renovation would require lateral stabilization of the exterior and interior masonry walls to meet contemporary seismic codes and limit removal of any existing lateral bracing and walls within the structure.

Roof:

The 1949 building has a pitched roof with asphalt shingles, while both of the additions have flat, internally-drained roof systems with built-up roofing. The asphalt shingle roof is about ten-years old, while the flat roof sections of the building are original to their phase of construction. There was approximately 2-3" of insulation above the ceiling in the original building, and an additional 6 to 8 inches of insulation were added last summer to improve energy efficiency and maintain better temperature control of these classrooms. The flat roof additions have only 2 inches of rigid insulation on top of the metal roof deck with built-up asphalt and gravel roofing materials. The rigid roof insulation thickness would need to triple in depth to meet contemporary codes. In conclusion, the envelope of the building is reaching the end of its useful life and does not meet contemporary energy code requirements.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS ? YES

Year of Last Major Repair or Replacement: 2001

Description of Last Major Repair or Replacement:

The exterior of the Mitchell school was painted, in its entirety, in 2012. In 2000 and 2001, major structural repairs were made to the concrete block walls between Room 22 and 23 and Rooms 20 and 21.

Has there been a Major Repair or Replacement of the ROOF? YES

Year of Last Major Repair or Replacement: 2007

Type Of ROOF: 1949 wing: Pitched roof with asphalt shingles 1959 & 1969 wings: flat, internally-drained roof systems with built-up asphalt and gravel roofing

Description of Last Major Repair or Replacement:

All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027. The sloped roof was last replaced in 1997.

Has there been a Major Repair or Replacement of the WINDOWS? YES

Year of Last Major Repair or Replacement: 2012

Type Of WINDOWS: 1949 wing: steel sash with 'hopper style' venting; 1959 wing: mix of steel frame and wood frame; 1969 wing: metal frame All windows single glazed

Description of Last Major Repair or Replacement:

In 1999, plexi-glass window panes were replaced with glass. All windows in the gym were replaced in 2006 with polycarbonate windows. In 2012, the gym windows were replaced with thermal pane windows.

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Mechanical Systems

The building is heated with two, cast iron, sectional-type HB Smith low-pressure steam boilers. They both burn #2 fuel oil and one was replaced in 1997. The total capacity of both boilers is approximately 6,000 lbs/h of steam or 5,700 MBH. The fuel system for the #2 oil is supplied by a 22-year old 10,000 gallon underground storage tank (UST). Fuel oil enters the boiler room and is distributed to each boiler by three fuel oil pumps. Distribution piping in the boiler room is about 15 years old, but the piping is original elsewhere in the building and is in fair condition. One new boiler was installed in 1997, but the other boiler is about 10 years older.

There is no central air conditioning system within the building. The classrooms get outdoor air and heating from the 1968 floor-mounted unit ventilators. General heating is provided by finned tube radiators and convectors along the perimeter walls of the building. The radiators and convectors are original to their phase of construction. The 1968 addition has a hot water hydronic loop, which serves the unit ventilators in that section of the building and uneven heating in the most remote spaces is an ongoing problem. Some classrooms have window-mounted air conditioners, which have blocked or used operable windows within the room. These air conditioners are in fair or good condition.

Generally speaking, all of the HVAC systems are in poor to fair condition and reaching the end of their useful lives.

Electrical Systems

The building is supplied by an underground electric service with a 208Y/120 Volt, 3-phase, and 4-wire supply. In the basement, the electric service is split into a metered 400 Amp section and a metered 200 Amp and 100 Amp section. The panels and switches appear to be original. All panels are full and there are no empty circuits or spaces for new circuits. Certain circuits within the school trip the breakers during AC operation, and no expanded service to classrooms for enhanced technology is currently possible. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Upgrades would require comprehensive replacement of the electrical service, and the existing electrical service is not adequate to support the growing technology and HVAC needs of the school.

The fire alarm system is a zoned analog type system manufactured by FCI, in fair condition. System components include outside beacon, Knox-box, pull stations, heat detectors, horn /strobes. The system does not have smoke detectors, only heat detectors, but is in good operating condition.

The school has a public address system with an integrated bell, which operates throughout the building, and functions properly. A clock system is in place with 90% of the clocks functioning properly.

The lighting within most of the classrooms is surface-mounted 2-lamp 1ft x 4ft fluorescent light strips with prismatic lens placed in rows about 4 to 8 feet apart. The lighting is functional and in fair condition throughout the school.

Plumbing

The building is supplied with a 4" water service line coming to the 1949 section of building from Brookline St. A 2" turbine water meter is located within the boiler room constraining flow. The water distribution system within the building is largely original piping and equipment. The original piping appears to be threaded red brass with more modern connections made of soldered copper tube and fittings. The main water service is over 50 years old and at the end of its useful life expectancy. The domestic hot water heater is supplied from an oil-fired storage water heater located within the Boiler Room. The vertical 84-gallon storage tank with insulation jacket has a front-mounted 315 MBH burner assembly capable of a recovery capacity of about 264 gallons per hour. While the water heater is functioning, it is nearing the end of its useful life. The cast iron, oakum and lead draining system and vent system are original to the building and at 40 to 60 years old are approaching the end of their useful life. The plumbing fixtures within the bathrooms are largely original with wall mounted sinks, toilets and urinals. The fixtures, faucets, and flow valves have been replaced if broken, but are largely past the end of their useful lives. Numerous deficiencies for handicapped accessibility exist within the bathroom layouts and for plumbing fixtures within classrooms. These would require replacement to meet contemporary codes if the building were renovated.

Fire Protection

The building is not equipped with an automatic sprinkler system. The kitchen cooking hood is not equipped with a fixed fire suppression system. The existing water line is not large enough to provide sprinklers within the building, and the low floor to ceiling heights would likely constrain the installation of sprinklers.

Has there been a Major Repair or Replacement of the BOILERS? YES

Year of Last Major Repair or Replacement: 2013

Description of Last Major Repair or Replacement:

Oil tanks were replaced in 1992-1993. In 2009, Boiler Number 1 was replaced and the boilers, univents, and air handling units were upgraded to digital control. Also in 2009, the piping in crawl spaces and in the boiler room were insulated, exterior air leaks were sealed, and a Rentar catalyst unit was installed. In 2013, boiler burners converted to natural gas-fired units and hot water heater replaced with natural gas-fired unit.

Has there been a Major Repair or Replacement of the HVAC SYSTEM ? YES

Year of Last Major Repair or Replacement: 2005

Description of Last Major Repair or Replacement:

Window air conditioning units were installed in 2004 and 2005. The rooftop HVAC unit above the Media Center was replaced in 1998.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement: 2009

Description of Last Major Repair or Replacement:

In 2006, there was an electrical update that included updating all exit signs and emergency lighting, safety upgrades to several electric distribution panels, rewiring 1 main distribution circuit, rebuilding 1 flush wall mounted electrical sub-panel in the 1968 corridor, and replacing cafeteria fans. The kitchen was wired for a new convection oven in 2009. The intercom, clock, and bells were updated in 1997, and the lights and ceilings were updated in 1983-1985. The media center was rewired in 2005. The electrical fixtures in the Kindergarten were replaced in 1985.

HEATING FUEL: Which of the heating fuel types below does your building primarily rely on for heating?

Heating Oil

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).**Interior**

The floor in the main corridor of the original building is 1ft x 1ft ceramic tile. It is original to the building and in good condition, although this floor can be slippery when wet, since it has aged and gotten smoother over the years. Classrooms and offices within this wing have VCT flooring in good condition. The flooring throughout the corridors and classrooms in the 1959 & 1969 additions are Vinyl Composite Tile (VCT) and are well maintained. The low-pile carpet in the Media Center is in good condition, except near the entrance to the room where some of the carpet squares are lifting due to heavy wear. Bathroom floors are ceramic tile, in good condition. The gymnasium floor is hardwood, in good condition. Many of the interior walls in the original wing are constructed of 4" steel stud with plaster finish. They are generally in good condition, except for a few locations with cracking or peeling due to prior water damage. In the 1959 addition, the interior walls are constructed of structural CMU block walls. Because of the limited insulation within the exterior walls and single-glazed windows, it can be uncomfortable to sit near the exterior walls in winter.

Most ceilings are in good condition although water damage and staining from HVAC units is visible in certain areas. Glue applied perforated ceiling tiles are installed in several of the original areas of the building and are in poor condition. Ceiling tiles in the school kitchen are not washable and therefore inappropriate for that location.

The interior doors throughout the building are largely original to their date of construction. From a handicapped accessibility point of view, many doors in the school lack the clear floor area and proper hardware to meet contemporary codes. Few of the interior doors in the school are fire rated, as would now be required. Many of the doors lack proper handles and panic hardware to meet contemporary accessibility and egress codes. Comprehensive replacement of all interior doors would likely be required as a part of any major renovation.

Building codes have changed significantly since the original construction and additions to the Mitchell School. While the building has several ramped access pathways into the building, not all of the spaces within the single story building are accessible for people with disabilities. The Gymnasium and second kindergarten room are only accessible by stairs or by walking outside and around the building. The music program for the school is forced to use the stage in the Cafeteria due to lack of available space in the building. This elevated platform has no ramp or lift access. Retrofits have been attempted to make the bathrooms partially compliant with ADA and MAAB criteria, but many restrooms are still missing proper entrance clearances, stall sizes, grab bars, insulated pipes at the sinks, urinals at proper heights, dispensers at proper heights, entrance and turning radii clearances, pull side clearances at entry doors and the correct door hardware.

Technology

Technology distribution through the building has been retrofitted over the past two decades and is minimal in comparison to other modern classrooms and current MSBA standards. Technology distribution is further constrained by the lack of/improper location of many power receptacles, as well as the inability to add new power receptacles. White boards typically require rubber floor strips to hide power and IT cables. The school does not have sufficient available space to have a full computer lab. Therefore, an area within the Media Center contains multiple computers for training, but this area has no sound separating walls.

Hazardous Materials

The Public Facilities Department has an ongoing plan for the assessment and remediation of hazardous materials in the

school. The floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Hard joint insulation of heating pipes was found to contain asbestos in various locations. The asbestos has been remediated and removed from the boiler room, but ACM's still remain in the utility tunnels. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and would require abatement as a part of repair / replacement. Other locations assumed to contain asbestos are wall and door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damproofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain Mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be addressed during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Students in Grades K-5 receive the regular elementary curriculum, including art, music, media, technology and physical education instruction. Special needs instruction is provided on an integrated and pull-out basis.

Currently, Mitchell does not have adequate space to offer full-day Kindergarten, or provide a dedicated classroom for the Kindergarten After School Enrichment (KASE) Program. (The KASE Program, which had been re-located to leased space at the Congregational Church in Needham, will occupy space in the temporary modular classrooms, effective Fall 2014.) Additionally, due to lack of space, small group instruction often occurs in inappropriate locations, such as stairways, corridors and storage rooms. Staff members share office space, and students often walk through general education classrooms to access the reading room and special education spaces. The use of shared space to hold parent meetings has created a confidentiality issue for the students being seen at that time. In addition, occupational therapy (OT) has virtually no space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. This has led to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings. Finally, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space, during the two MCAS administration windows.

In addition, music, art and media/technology specialized education are delivered in non-traditional spaces, to the detriment of these programs. Music instruction is delivered on the stage, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. (Staff must re-arrange the stage space daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Also, there is no separate storage space for chairs, music and instruments.) In addition, the lack of physical space on the stage restricts the movement activities that are fundamental to rhythmic instruction. Also, there are an insufficient number of electrical outlets on the stage to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use of the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time. Music classes are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. Art classes will be held in temporary modular space beginning Fall, 2014, but had been held in a classroom that is barely 2/3 the size of a regular classroom, with limited storage of art materials. The Media Center size is problematic because the limited size and configuration force computer and media classes to run simultaneously within the same space, with no sound separation.

In addition, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own

meetings with teacher teams, the TST team, School Council, and parent groups. The Psychologist works in a 50 s.f. space next to the nurse's office and bathroom, where work is distracted by conversations and bathroom noises.

Finally, other building deficiencies have a negative impact on the educational program, including: a) the inadequate electrical system, which limits the ability to add technology, since there are no available circuits in any of the electrical panels, or to add hubs that make the building wireless, b) the heating system is insufficient, requiring children to wear coats in classrooms where the temperature drops below 68 degrees, and c) the intercom does not reach all areas of the school in an emergency.

CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, and a description of the media center/library (maximum of 5000 characters).

The core educational spaces include the following:

Classrooms:

1959 wing (870 avg s.f.): 2 Grade K, 4 Grade 3, 1 Grade 4, 2 Grade 2, 1 Special Education

1949 wing (780 avg s.f.): 2 Grade 2, 4 Grade 1, 1 Grade 5 (formerly Music Room, 625 s.f.)

1969 wing (980 avg s.f.): 3 Grade 4, 3 Grade 5

1 Art: 470 s.f.

No science room

Four temporary modular classrooms are planned to open in Fall 2014, each 1200 sf.

Common Areas:

1 Gymnasium

1 Cafeteria/Auditorium (Music instruction delivered on stage, since no dedicated music room), 2400 sf.

1 Kitchen

1 Media Center

Student Support/Other Instructional:

2 Special Education/ Guidance/ Occupational Therapy

1 Nurse Suite

Administration:

3 Administration

1 Teacher Break Room

1 Storage

CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA standards. The current enrollment is 501 students, creating a space deficiency of over 42%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), art (-53%), and music (-48%), which is currently not in a dedicated space because it is on the stage in the Cafeteria. The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

Since there are no spare rooms, music instruction has been moved to the stage, which has resulted in compromises to the

music educational program. Staff re-arrange the stage daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Before-school strings classes have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center. In addition, art instruction is held in an undersized room, which creates cramped conditions for students and limited storage. All clay art projects are dried on shelving in the hallway. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students at the same time. Similarly, partitions are used to screen off a classroom from students who walk through the room to access reading or specialized education support. The need for space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the hallway behind screens.

The Kindergarten After School Enrichment (KASE) Program, which had been moved to leased space at the Congregational Church in Needham, will occupy space in temporary modular classrooms, effective Fall 2014.

To mitigate the lack of storage, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

To remediate the space shortage at Mitchell School on a temporary basis, the District is constructing four temporary modular classrooms at the Mitchell School facility, which are planned to open in Fall, 2014. The modular classrooms will house the Kindergarten classes, as well as the Kindergarten After School Program (relocated from the Congregational Church) and art.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades.

A chronology of capital repairs to the facility follows:

- 1997 – The intercom, clock, and bells were updated
- 1998 – Hot water tank was installed
- 1999 – Master fire alarm panel was upgraded
- 2000, 2001 – Major structural repairs to concrete block exterior walls in some parts of the building
- 2004 – Rigid insulation was installed to resolve drafts
- 2004, 2005 – Window air conditioning units were installed
- 2004, 2006 – Electrical updates and exterior light fixtures were added
- 2005 – Media Center was rewired
- 2006 – Entrance ramp outside room 1 was replaced
- 2007 – Flat roofing was replaced
- 2007 – Playground was re-patched and paved, and the rear entrance ramp and handrail were replaced
- 2009 – Boiler #1 was replaced and mechanical system was upgraded
- 2009 – Systemic plumbing corrections were made including installing low flow toilets
- 2009 – In 2009 asbestos abatement was undertaken, floor tiles were replaced, and interior walls were painted

2011 – Motion sensors installed

2012 – Exterior doors were replaced

2012 – All windows in the gym were replaced with polycarbonate windows

2013 - Replaced hot water heater with gas-fired unit, converted boiler burners to natural gas units, asbestos abatement and re-insulation, repaired granite steps at main entrance, installed bathroom occupancy sensors, installed rear door awning, installed induction lights in parking lot, interior painting.

A Comprehensive Facilities Assessment study was completed in 2011 for the Hillside, Mitchell, and Pollard Schools. Since most of Mitchell School's building systems are nearing the end of life, the study recommended that major upgrades be deferred to a comprehensive school renovation project. Ongoing maintenance is limited to those essential repairs, which are needed to extend the useful life of this facility, and are funded through the Town's five-year Capital Improvement Plan (CIP.)

Priority 2***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA standards. The current enrollment is 501 students, creating a space deficiency of over 42%. As noted in the Assessment report, the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), art (-53%), and music (-48%), which is currently not in a dedicated space, because it is on the stage in the cafeteria. The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

The number and configuration of classroom spaces for music, art and media/instruction also are inadequate for the educational program. Since there is no dedicated music classroom, music instruction is delivered in non-traditional classroom space on the stage. The stage also lacks dedicated storage space for chairs, music and instruments, as well as technology access and an adequate number of electrical outlets. Art has been held in an undersized classroom with limited space for storing art materials. Additionally, the size and configuration of the Media Center force computer and media classes to run simultaneously within the same space, with no sound separation. The school has no separate performance space.

Additionally, there are insufficient remedial/tutorial and special education spaces. Small group instruction often occurs in non-traditional areas, such as stairways, corridors and storage rooms. Teachers often share office space. Currently, the 1.5 FTE reading teachers share a converted closet office and one small group table with a special education teacher. In addition, students must walk through general education classrooms to access the reading room and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, who are providing ongoing services. In addition, Occupational Therapy (OT) has virtually no space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings. Finally, the undersized and inadequate spaces mean that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Mitchell does not have adequate space to offer full-day Kindergarten or the Kindergarten After School Enrichment (KASE) Program, which has been relocated to offsite space at the Congregational Church in Needham.

Finally, there is inadequate space for storage and administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council, and parent groups.

Priority 2***Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.***

Since there are no spare classrooms, music instruction has been moved to the stage, which has resulted in compromises to the music educational program. Staff re-arrange the stage daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Before-school strings classes have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center. In addition, art instruction is held in an undersized room, which creates cramped conditions for students and limited storage. All clay art projects are dried on shelving in the hallway. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students. Similarly, partitions are used to screen off a classroom from students who walk through the room to access reading or specialized education support. The necessary space for student lunch groups and testing during MCAS administration periods is provided by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the hallway behind screens.

Additionally, to address the need for storage space, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

To remediate the space shortage at Mitchell School on a temporary basis, the District is constructing four temporary modular classrooms at the Mitchell School facility, which are planned to open in Fall, 2014. The modular classrooms will house the Kindergarten classes, as well as the Kindergarten After School Program (relocated from the Congregational Church) and the art program.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The lack of sufficient space and deficiencies of the facility have created disruptions and compromises to the educational program at Mitchell School.

As noted above, classrooms are undersized and small group instruction is often delivered in stairways, corridors and storage rooms. The dual use of the core spaces often results in one educational program area being shortchanged, or creates conditions that are not conducive to learning. For example, music instruction is delivered on the stage in the stage/cafeteria space, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. In addition, there are an insufficient number of electrical outlets to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use of the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time, or to prepare sound materials and instruments. Music classes also are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. The concurrent use of the Media Center for computer and media education creates a congested and noisy learning environment, which is distracting for students.

Additionally, there is a significant lack of remedial/tutorial and special education space. Small group instruction occurs in places which lack privacy and are distracting to students. The fact that classrooms are used as passageways to other spaces, also creates disruption to the learning environment. The use of shared office space for parent meetings has created a confidentiality issue for the students being seen at that time. Moreover, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings. In addition, the lack of adequate space for gross motor activities and the storage of OT equipment has led to inequity among buildings with regard to the provision of OT services. Finally, the use of hallways and entrances for MCAS testing creates space, but not an environment, which is conducive to focus, concentration and student performance.

The lack of adequate space for full-day Kindergarten has caused the Mitchell KASE Program to move off-site, creating discontinuity within the extended educational day and fragmentation of the Mitchell community.

Finally, building deficiencies hamper effective administration of the building. As noted above, there is inadequate space for storage and administrative meetings, lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students.

The Principal's conference room doubles as an entrance way to the Principal's Office, as well as a space for meetings. The lack of appropriate meeting space leads to disruption and over-scheduling of the conference room. It also limits the Principal's access to the space for his own meetings with teacher teams, the TST team, School Council, and parent groups.

To remediate the space shortage at Mitchell School on a temporary basis, the District is constructing four temporary modular classrooms at the Mitchell School facility, which are planned to open in Fall, 2014. The modular classrooms will house the Kindergarten classes, as well as the Kindergarten After School Program (relocated from the Congregational Church) and art program.

Please also provide the following:

Cafeteria Seating Capacity: 176

Number of lunch seatings per day: 6

Are modular units currently present on-site and being used for classroom space?: NO

If "YES", indicate the number of years that the modular units have been in use:

Number of Modular Units:

Classroom count in Modular Units:

Seating Capacity of Modular classrooms:

What was the original anticipated useful life in years of the modular units when they were installed?:

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 3

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters).:

Yes. Music classes are delivered on the stage, due to the lack of a dedicated music room. In addition, the Kindergarten After School Enrichment (KASE) Program has been relocated to leased space at the Congregational Church. (The KASE program will occupy temporary modular classroom space currently under construction and planned to open in Fall 2014.) In addition, the lack of remedial/tutorial and special education spaces has resulted in the use of non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters).:

The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a Sixth Grade Center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the Grade 6 at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th Grades before transitioning to Needham High School.

Although the stand-alone Sixth Grade Center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students.

Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools, Needham has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

The physical constraints of the Mitchell School have impeded the educational program in a variety of ways.

As previously noted, classrooms are undersized, the number and configuration of spaces are problematic, and there is a significant lack of small group instruction space for remedial/ tutorial and special education. Some small group spaces are only accessible by walking through classrooms, which creates disruption in the learning environment. Occupational Therapy has no adequate space for gross motor activities. There is no dedicated music room at Mitchell School, nor are there enough classrooms to implement full-day Kindergarten. The school lacks a performance center, which limits student access to creative arts and other school-wide educational programming. Additionally, there is no dedicated computer lab, due to space constraints, and the size and configuration of the Media Center are problematic.

Deficiencies in the electrical system also cause periodic blackouts, which disrupt educational programming for students. As previously noted, the electrical system is largely original to the building, with no empty circuits. Overloads, created during AC operation, cause the circuits to trip and for portions of the school to lose electricity. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Additionally, the lack of/ improper location of power receptacles throughout the building, limit future expansion of electricity and technology. The electrical system and most other building systems are nearing the end of their useful lives.

The building is not equipped with an automatic sprinkler system. The existing water line is not large enough to provide sprinklers and the low floor to ceiling heights would likely constrain the installation of sprinklers. A fire suppression system is an important life safety system that should be in place in all public buildings.

The lack of an elevator and specific aspects of the building's layout mean that some areas of the School are not accessible by people with disabilities. The gymnasium and second Kindergarten room are only accessible by stairs or by walking outside and around the building. The music program is forced to use the stage in the Cafeteria, which has no ramp or lift access. Many restrooms lack proper entrance clearances, fixtures and door hardware for accessibility purposes. This lack of accessibility limits access to the educational program for some children.

Finally, there are an insufficient number of meeting and storage spaces in the building. The Principal's Conference Room is used constantly by staff, students and parents. The use of this room also limits access to the Principal's Office, which can only be entered through the conference space. Storage is inadequate for the size of the facility.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The Mitchell School has taken measures to mitigate many of the deficiencies noted above, but has not been able to address all problem areas.

To accommodate growing enrollment, the District constructed additions to the School in 1959 and 1969, which added classrooms, a gymnasium and a library. Additionally, four temporary modular classrooms are planned to open in Fall 2014, to provide additional space for Kindergarten and art. However, teaching and learning continues in a school that is approximately 42% undersized, for its population. Future enrollment growth would likely require increases in class size, and/or moving music to a cart. Additionally, small group instruction occurs in stairways, corridors and storage rooms, and classrooms. Gross motor activities often occur in the hallway, if at all. Service providers share program offices, which also are used for parent meetings. The Kindergarten After School Enrichment (KASE) Program, which had been relocated to leased space in the Congregational Church, will occupy space in the temporary modular classrooms beginning Fall 2014.

Due to a lack of common space, the gymnasium, cafeteria/auditorium and Media Centers all are put to dual use, which often leads to conflicts and one program area being shortchanged. The lack of a dedicated computer lab has been partially mitigated by the use of the Media Center for computer instruction, however, the lack of sound separating walls make this a noisy environment for computer training and media instruction.

The lack of administrative and storage space has been only partially mitigated by the shared use of conference space (such as the Principal's conference room), and the use of hallways or mechanical/electrical spaces to store items.

The school has not been able, however, to mitigate deficiencies in many of the building systems or other areas. The Comprehensive Facilities Assessment indicated that a comprehensive repair/ addition project would be needed to address the following significant deficiencies: the age of the building (60+ years), deficiencies in the size and number of core educational spaces, inaccessibility to handicapped systems, end-of-life conditions in most building systems, poor energy performance and site constraints. The report recommended a comprehensive renovation/addition project to address these needs, as well as the associated code-related upgrades that would be triggered, including life safety, energy efficiency, and accessibility improvements.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Although Mitchell is able to provide its educational program, the deficiencies of the facility and the resulting mitigating measures taken by staff have had a negative impact on the educational program for students.

Despite the fact that the building was enlarged in 1959 and 1969 to create additional space, the building remains approximately 42% undersized for its population. As previously noted, the calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA standards. The current enrollment is 501 students, creating a space deficiency of over 42%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), art (-53%), and music (-48%), which is currently not in a dedicated space, because it is on the stage in the cafeteria. The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

The dual use of common space also has created conflicts between program areas and disruptions for students. The Stage is used for music classes, which limits the availability of the stage/ cafeteria for school-wide events or special joint classroom events, to only two afternoons per week. It also has constrained the music program. The Stage is not handicapped accessible, which limits student access, and makes it difficult for the music teacher to move equipment on and off the Stage. (There is no dedicated storage area for music chairs or instruments.) In addition, there are an insufficient number of electrical outlets to permit use of an electronic keyboard, computer, overhead projector, printer or other equipment. The lunch time use of the Cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time, or to prepare sound materials or instruments. Music classes are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. Use of the Media Center also is problematic, because the size and configuration force computer and media classes to run simultaneously within the same space, with no sound separation. Before-school strings classes also have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center.

In addition, the use of non-traditional spaces to conduct small group instruction creates space, but not a learning environment, that is conducive to focus, concentration and student performance. As previously noted, remedial/tutorial and special education instruction often occurs in stairways, corridors and storage rooms. Partitions are used to cordon off areas of some classrooms to permit access to the adjacent reading and small group instruction rooms, which creates disruption in the classroom environment. Tables and chairs are set up in hallways and entrances provide locations for student lunch groups to meet, or for MCAS testing, but are not ideal locations for either of these activities.

Service providers also share office space among themselves and parents, creating confidentiality issues for students. Currently, the 1.5 FTE reading teachers share a converted closet office and one small group table with a special education teacher. Special education parent meetings often occur in these shared spaces, where confidential information is being discussed. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced by team meetings.

In addition, occupational therapy (OT) must provide gross motor activities in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students, which leads to inequity among buildings, with regard to OT services.

Finally, the lack of administrative office space and inaccessibility of the Principal's Office has created disruption for administrative personnel. The Principal's Office is only accessible via an adjacent conference room. This conference room is used by lunch groups, special education, reading testing and assessment, parent/teacher conferences, team meetings and small group work with

students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TST team, School Council and parent groups.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only. **FORM OF VOTE** Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the
 _____ [City Council/Board of Aldermen,
 Board of Selectmen/Equivalent Governing Body/School Committee] of _____ [City/Town], in
 accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit
 to the Massachusetts School Building Authority the Statement of Interest dated _____ for the
 _____ [Name of School] located at
 _____ [Address] which
 describes and explains the following deficiencies and the priority category(s) for which an application
 may be submitted to the Massachusetts School Building Authority in the future

_____ ; [Insert a description of the priority(s) checked off

on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]; and hereby further

specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer ***School Committee Chair****Superintendent of Schools**_____
(signature)_____
(signature)_____
(signature)_____
Date_____
Date_____
Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2014 Statement of Interest

Thank you for submitting your FY 2014 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

**Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

School Committee Vote: Submittal of all SOIs must be approved by a vote of the School Committee.

For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.

Municipal Body Vote: SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.

Regional School Districts do not need to submit a vote of the municipal body.

For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

CLOSED SCHOOLS: Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.

If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

ADDITIONAL INFORMATION: In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Brian McLaughlin at 617-720-4466 or Brian.McLaughlin@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 3/5/2014

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ☒ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☒ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☒ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☒ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ☒ After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- ☒ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ☒ Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ☒ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ☒ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ☒ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA.

Chief Executive Officer *

School Committee Chair

Superintendent of Schools

(signature)

(signature)

(signature)

Date

Date

Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 3/5/2014

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☒ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☒ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☒ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Renovation/ Addition

Is this SOI the District Priority SOI? NO

School name of the District Priority SOI: William Mitchell

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 11/15/2006

Planning Firm: DiNisco Design Partnership, 2006. Kaestle Boos 1998.

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is the renovation of and addition to the Pollard School, including: upgrading and replacing sections of the school that are obsolete and/or deficient according to current codes; and adding or renovating core educational spaces, which are not consistent with current MSBA standards, in order to provide the full range of programs consistent with state and approved local requirements. The Town's two recent Master Plans, the 5/15/1998- Townwide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (KBA) and the 11/15/ 2006 – Facilities Master Plan – Town of Needham, DiNisco Design Partnership (DDP), both identified the need to renovate and add to the Pollard School to address size and condition deficiencies. Additionally, a Comprehensive Facilities Assessment, completed 8/22/2011 by Dore & Whittier Architects Inc. (DWA) examined the deficiencies of the science classrooms, auditorium, gymnasiums, and administrative office spaces in greater detail. The Comprehensive Facilities Assessment study was commissioned for the purpose of understanding the current condition of the Pollard School. It included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings programs, with a cost analysis for both short-term and long-term improvements. The short-term maintenance/repair recommendations (which address immediate or urgent needs) have been incorporated into the Town's Capital Improvement Plan (CIP,) and have received capital budget funding. However, the Conditions report made it clear that the Pollard School requires a comprehensive repair/addition project to address the following significant deficiencies: the age of the building (between 20 and 60 years), deficiencies in the size and number of some core educational spaces (particularly the science classrooms), the age of the temporary modular classrooms, deficiencies in many building systems, and poor energy performance. The report recommended a comprehensive renovation/addition project to address these needs, as well as the associated code-related upgrades that would be triggered, including life safety, energy efficiency, and accessibility improvements. These deficiencies will be summarized within this SOI and a full copy of the Conditions Assessment Report is included as a reference in Appendix A.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 25 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Pollard Middle School, Dore & Whittier Architects Inc. (8/22/2011, DWA)

Is there overcrowding at the school facility? YES

If "YES", please describe in detail, including specific examples of the overcrowding.

The projected enrollment for Pollard is 894 in FY15, a 23 student increase over the current year. A large number of classrooms are small and cannot accommodate more than 23 to 25 students. As a result, alternative spaces have been used for classroom instruction purposes. For example, due to the lack of music rooms, strings classes are held in the Lecture Hall, which in turn, has limited the use of that space. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Auditorium available for creative arts presentations or other large class presentations.

Additionally, the gymnasiums are very crowded. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in its two gym spaces. Class sizes range from 20 – 26 students, and as a result, there can be anywhere between 75 - 100 plus students in the gyms during one class period. The gyms are divided into courts for game play i.e., basketball courts, handball courts and volleyball courts during typical physical education classes. The number of courts is limited by the space. For example, only four basketball courts, four handball courts and five volleyball courts can be

created within the allotted space. Once students are divided into teams, there are not enough courts for everyone to play at the same time. As a result, students have to sit out and wait their turn to play. In our current situation, students are sitting out for approximately 1/3 of their class time, which contradicts our philosophy that students should remain active for at least 80% of their time in a physical education class. Ideally, a new gymnasium or alternative activity space is desperately needed.

The locker rooms are small and do not safely accommodate the number of students who are scheduled to use them for their physical education classes. In addition, many of the gym lockers are damaged or broken beyond repair. Finally, the locker rooms were not well designed for supervision purposes. There is no office embedded within the locker room (as there is at the High School) for teachers to casually supervise while students are changing. As a result, teachers walk directly into the locker room to make sure students are behaving appropriately. A window (or office) discretely connecting the female physical education teacher's office with the girls' locker room and the male physical education teacher's office with the boys' locker room would give the teachers a better perspective on what is going on without them having to be directly in the locker room.

The Fitness Center also is small, although in 'good shape.' It can safely accommodate about 20 students at one time. With classes of 25 plus, however, it becomes almost impossible to use this space effectively. There is also a need for some aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.

The current science rooms have not been updated since the early 1960's. Many of these rooms are small, and as a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled. This condition will become exacerbated with the additional students projected for 2014-2015.

Finally, the student and faculty bathrooms have not been updated in years. There are constant plumbing issues. With the increase in enrollment, the constant use of these bathrooms will increase.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 1

At which schools in the district? Newman Elementary School, Needham High School (NHS)

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse. FY15 Proposed: 0.4 FTE Middle School Teacher

Has the district had any recent staff layoffs or reductions? YES

If "YES", how many staff positions were affected? 1

At which schools in the district? Needham High School

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY13: 1.0 FTE NHS Special Education Teaching Assistant FY15 Proposed: 1.0 FTE Teaching Assistant

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The FY13 teacher/staff reductions were in response to changes in Newman School enrollment and High School student support services requirements. The FY15 Proposed reductions are due to fiscal constraints. There is no impact on program, class size or curriculum, resulting from the changes.

Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee

votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The aforementioned reductions have not had an impact on school facilities. The impact on class size and the elective program is detailed above. Other budget reductions have resulted in fewer opportunities to engage in District-wide curriculum development and teacher professional development; reduced the number of paid co-curricular faculty adviser and coaching opportunities for High School students; reduced the amount of middle school computer technician support (resulting in longer wait times for staff); and reduced the amount of District-level teacher leader support for English Language Arts/targeted reading support. Other clerical reductions forced consolidation/re-organization of existing tasks onto fewer individuals and tighter educational supply budgets.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Pollard Middle School was constructed in 1956 with major additions/ renovations in 1968 and 1992, which nearly doubled the original size of the school. A series of additional renovations were completed in the 1990's including: 1996 - handicapped accessibility renovations; 1998 - air balancing and 1999 - HVAC / electrical system improvements. In 2002, ten modular classrooms and toilets were added to the south of the existing building, with a ramp connection to the lower level of the 1968 wing. The roof was replaced in 2011 as part of the MSBA Green Roof repair program. Parking was added adjacent to the sports fields with a driveway for busses to Dedham Ave in 2011-12, with some renovations to the modular classrooms. Boiler replacement was completed during the summer of 2013, as part of a strategic investment plan for energy efficiency renovations for the facility.

The building has always functioned as a middle school, and at one time contained Grades 6, 7 & 8. However, due to overcrowding, the 6th Grade was moved to the High Rock School in 2009. The building currently serves the 7th and 8th Grades, with approximately 870 students utilizing all available space within the building.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

147224

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Pollard Middle School is located in a residential area of Needham, with a main entrance at 200 Harris Ave. It has a west side entrance and parking area accessed from Glenwood Rd. The school is located on a 15.6 acre parcel of land near the center of Needham. The building footprint occupies about 16% of the site area. The trapezoidal shaped property has 725 feet of frontage onto Harris Ave on the north, residential abutters to the east and west, and an M.B.T. A. railroad embankment on the south. There are two "paper road" right-of-ways along the western boundary, Mayo Drive and Glen Terrace, which are Town-owned but undeveloped, except for two abutter driveways. The land terraces down in elevation from north to south by about thirty feet. A pedestrian underpass beneath the railroad embankment links the Pollard playing fields to the adjacent DeFazio Park sports playing fields.

The School appears to be one story tall from the main entrance on Harris Ave. However, due to the land contours, the central and west wings are actually two stories tall as seen from the secondary entrance to the site. The building sits in the northwest corner of the site, with a large stand of mature pine trees along the east side of the property. The southern side of the site is occupied by playing fields and a tennis court. The multipurpose field has a softball diamond with backstop and a multi-purpose soccer and field hockey playing area in the outfield. The southwest corner of the site is a wooded wetland which drains through a culvert beneath the railroad embankment to the south.

A bus drop off loop with two handicapped parking spaces and parking lot (44 cars) face Harris Ave. The lower parking lot has space for 66 cars including four handicapped spaces. Therefore the total striped parking on site is 110 spaces. While the 2011 site improvements reduced the parking deficiency on site, it still required a zoning variance, because a school of this size should have additional parking for about 65 cars. The parking facilities included drainage and water quality structures on the south side of the building, but the Harris Ave parking and bus loop remain deficient for drainage and water quality. The Town Engineering Department has studied opportunities for parking and drop off improvements,

but determined that these would need to be part of a larger repair/ addition project.

The two main north-south classroom wings and entry corridor frame a paved entrance courtyard facing Harris Ave. These wings also create an interior grassy courtyard on two levels with a small amphitheater. The two N-S classroom wings are connected by a main corridor and media center on the north and an upper level bridge on the south. There are several mature oak trees on the east and south sides of the building, and several mature pine trees on the north side of the school. The interior cafeteria overlooks the enclosed courtyard and students can eat outside in the good weather.

The school has pedestrian sidewalk access from Harris Ave, Dedham Ave and grass pathway access from DeFazio Park. Improvements to these pathways would be required to meet current Massachusetts Architectural Access Board (MAAB) requirements. The site walkways surrounding the building leading from Harris Ave to the playing fields are asphalt and in generally poor condition and also require repair in the long term. The path from the Harris Ave parking lot to the administration wing is not MAAB compliant, and because this is a primary handicapped access pathway, the Town will be making repairs in 2014-5. A concrete bridge adjacent to the service entrance on the west side of the auditorium is blockaded and requires total reconstruction, but timing is yet to be determined.

The School is the only use on this parcel of land.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

The Pollard Middle School, 200 Harris Ave, Needham, MA 02492

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building Structure: The foundation beneath the original building is uninsulated cast-in-place concrete, with a 4" cast-in-place uninsulated concrete slab on grade. There is minimal rigid insulation isolating the slab from the exterior. The structural frame of the original school included steel WF8 columns and open web steel joists, 5 feet on center, supporting a low-slope 1- 1/2" steel deck roof. The 1968 two-story wing and 1992 addition have a two story steel frame with HSS 6x6 columns supporting 27" steel girders and 16" steel beams and a 1 1/2" metal deck with cast in place concrete floor. The roof is framed with open web steel joists and 1 1/2" metal low-slope deck. The exterior steel frame on the oldest section of the school is generally exposed steel and the roof beams cantilever to form a roof overhang with no thermal break from the interior. Insulated metal soffit panels were added to the 1968 wing to enclose the cantilevered steel beams within the thermal envelope during the 2011 roof repair project. In the interior, 4-inch and 8-inch masonry walls form classroom and corridor partitions depending upon the location within the school. The gymnasiums and the auditorium have long-span 44" deep wide flange girders supporting 24" deep open web steel joists at 4-feet on center with a tectum roof deck system. Any repairs, renovations, additions or changes of occupancy or use to the existing structure would need to conform to contemporary seismic and snow load design criteria.

Building Envelope: The building has an insulated double-pane aluminum window wall system (EFCO type), which was installed in 1992 and is in good condition, but at 20+ years in age, some windows are losing their seal and require replacement. The end walls and gymnasium walls are constructed of 6" interior CMU block, 2 3/4" airspace and 4" exterior red brick with no insulation. The brick and mortar are generally in good repair. The settlement cracks and water staining that was noted in the 2011 report were repaired as part of the 2011 Green Roof Project, along with the leaking downspouts that caused some of the problems. Exterior wall louvers bring unconditioned outside air into each classroom through the unit ventilators. Some of the upper facade areas of the building have vertical tongue and groove cedar siding with grey stain in good condition. Portions of these walls have fiberglass batt insulation. Solid knee walls beneath the windows in most classrooms have 1-inch asphalt impregnated insulation board adhered to the exterior brick. The floor and wall system insulation is minimal and would not meet contemporary energy codes. These energy code upgrades would likely be triggered in a major renovation project.

All exterior doors have been replaced with red aluminum insulated panel doors, with double-pane insulated vision glass

panels with new egress hardware and are in good condition. Exterior stairs leading out of the gym should be replaced or reconstructed to solve water drainage problems that cause occasional flooding. Some of the exterior galvanized metal frame exit stairs from 1958 have rotted wood railings that require replacement.

The modular classrooms have 4" wood frame walls with painted plasterboard interior, fiberglass-bat insulation, and vinyl horizontal exterior sheathing. The double-pane, double-hung, vinyl clad windows are operable in the modular classroom wing. The skirt around the crawl space beneath the modular classrooms has a cement board finish with Tyvek wrap installed over plywood with pressure-treated wood framing. Egress stairs from this area are made of pressure treated lumber. These eleven year old temporary classrooms have a maximum useful life of about twenty years, therefore demolition and replacement with permanent space would likely be required in any major renovation/ repair project.

Roof: The main building has a built-up asphalt sheeting roof with a white granular finish (Tremco system), with 6" to 8" of sloping insulation installed in 2011 as part of the roof project. The main roof has a minimum average R-value of 25. The white roof helps reflect summer sun and heat to help minimize the interior cooling load. The added insulation has improved the roof envelope to meet or exceed current energy codes. The roof included a twenty year warantee. The four sloped skylight structures over the art rooms were also replaced with translucent fiberglass insulating skylights (Kalwall System). Similar translucent fiberglass insulating clearstory windows were installed on the two roof monitors in the 1958 classroom wing. New roof drains, cap flashing, downspouts and gutters were also installed in 2011. This repair project provided an important upgrade to the energy efficiency of the building. The modular classrooms roof (not upgraded in 2011) is a black single ply EPDM rubber roof membrane with 1-3" of rigid insulation on a plywood deck on composite wood I-beams.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS ? NO

Year of Last Major Repair or Replacement: 1958

Description of Last Major Repair or Replacement:

Original walls. Exterior painting and minor repairs subsequently made, on a periodic basis.

Has there been a Major Repair or Replacement of the ROOF? YES

Year of Last Major Repair or Replacement: 2011

Type Of ROOF: Main building: built-up asphalt sheeting roof with a white granular finish (Tremco system.) Modular classrooms: black single ply EPDM rubber roof membrane.

Description of Last Major Repair or Replacement:

A new asphalt roof on the main building was installed in 2011, as part of an MSBA Green Roof project. New roof drains, cap flashing, downspouts and gutters were also installed in 2011.

Has there been a Major Repair or Replacement of the WINDOWS? YES

Year of Last Major Repair or Replacement: 1994

Type Of WINDOWS: Aluminum awning windows with insulated glass and thermally-broken frames.

Description of Last Major Repair or Replacement:

Double pane energy efficient windows were installed.

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Mechanical Systems

The building had been heated with two pairs of cast iron, sectional type HB Smith hot water boilers. They all are dual fuel boilers that can burn either #2 fuel oil or natural gas. The total capacity of all four boilers is approximately 11,400 MBH. In 2013, the boilers in the Upper Boiler Room were replaced with three high-efficiency, natural gas condenser boilers. The lower boiler room is rarely used because when operating, the pressure relief valves open due to improper pipe sizing in the original 1992 installation. The 20-year old underground storage tank (UST) was removed in 2013.

General heating in the older classrooms is provided through finned-tube radiators in both floor-mount and ceiling-mount locations. Perimeter classrooms get outdoor air and heating from floor-mounted unit ventilators. While there is no central cooling system in place, most classrooms have roof-mounted split systems or window-mounted air-conditioning systems. The building has over 50 rooftop fans, which were installed in the 1990's, to improve indoor air quality throughout the school. The modular classroom wing has twelve gas-fired rooftop heating and cooling units that supply hot and cold air into the modular classroom spaces. A Barber-Coleman Network 8000 Microzone pneumatic DDC control system was

installed in 1995 to control all the HVAC systems within the building, including the modular classrooms. This control system is nearing the end of its useful life and should be replaced with an electronically actuated valve system.

Electrical Systems

The building is supplied by two electrical services. The main school service (upgraded in 1999), is a 2000Amp, 208Y/120Volt, 3-phase, 4-wire underground lateral to a transformer located in a vault, below grade. The switchboard is in good condition, with three 225AMP spaces and one 400Amp space for future expansion. The modular classroom service (installed in 2002), is an underground lateral to a pad mounted transformer, is rated 800 Amps at 208Y/120 Volt, 3-phase, 4-wire, and has no spare capacity. The electrical distribution system in the primary technology classrooms was enhanced in 1999, but otherwise is original to the phase of construction. Areas of the 1958 and 1968 building wings have original wiring that is approaching the end of its useful life. The building has an emergency generator rated at 125kVA/100W, at 208Y/120Volt, 3phase, 4-wire. Life safety and emergency egress lighting is illuminated with emergency battery units and LED exit signs.

The fire alarm system is an addressable system manufactured by FCI, and is in good condition.

The school has a public address system, which operates through the phone system. The master clock system functions in only 50% to 70% of the rooms. The telephone system was replaced and the intercom system and bells were repaired in 2013.

The lighting within the classrooms is typically 2'x4', recessed flat prismatic lens type and the fixtures are in good condition. The balance of the lighting consists of 2'x4' and 2'x2' parabolic louvered fixtures. Corridor lighting is generally liner fluorescent fixtures either surface mounted or indirect, wall-slot type light cover. The lighting is functional and in fair to good condition throughout the school.

Plumbing

The building is supplied with a 4" water service line coming to the building from Harris Ave. The water distribution system is contemporary to the phase of the building, with the exception of the hot water heater, which was converted to a high efficiency natural gas condenser hot water heater in 2013. The hot water heater connects with a mixing valve and circulating pump that maintains a constant water temperature supply to the building. The hot water piping appears to be insulated where exposed in the building.

The cast iron, oakum and lead draining system is original to the phase of construction and therefore, the older sections are approaching the end of their useful life. The plumbing fixtures within the bathrooms also are largely original to the phase of construction, with wall mounted sinks, toilets and urinals. Some fixtures were replaced in 1996 during accessibility upgrades. However, some deficiencies for MAAB compliance and accessibility exist within the bathroom layouts as noted in the 2011 report.

Fire Protection

The building is partially equipped with an automatic sprinkler system added in 1992, and serve those spaces that were added or renovated at that time. The original 1956 building and most of the 1969 addition do not have automatic sprinklers. The modular classrooms have an independent automatic sprinkler system. Many of the larger spaces like the gymnasium and auditorium are lacking coverage. Any major renovation would require adding sprinklers to the rest of the building in order to be compliant with contemporary code.

Has there been a Major Repair or Replacement of the BOILERS? YES

Year of Last Major Repair or Replacement: 2013

Description of Last Major Repair or Replacement:

In 2013, the the 20-year old dual fuel boilers in the Upper Boiler Room were replaced with three high efficiency, natural gas condenser boilers. The domestic hot water heater also was replaced with high efficiency natural gas condenser hot water heaters. Fresh air intake and exhaust systems were added to improve combustion efficiency. Boiler operations were integrated with the building management system software and the system was programmed for energy efficient cycling of boilers. Underground oil storage tank was removed. The emergency generator fuel pump was installed in 2003.

Has there been a Major Repair or Replacement of the HVAC SYSTEM ? YES

Year of Last Major Repair or Replacement: 1995

Description of Last Major Repair or Replacement:

In 1995, the HVAC system was updated in the "1969" building and the cafeteria building, and was put on the building management system for remote control. There were modifications to the system in 1999-2000, including exhaust fans and outlets. Rooftop units and exhaust fans were installed in 2006 and replaced in 2011. In 2009, a Rentar fuel catalyst was installed, and the pneumatic devices were replaced with digital controls.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement: 2009

Description of Last Major Repair or Replacement:

In 2009, the electrical and technology infrastructure was upgraded. The 1998 study found that the service switchboard had been upgraded in the previous 10 years and was in excellent condition. New lighting was installed in 1995. Electrical outlets were installed in 2003, 2004, and 2005. In 2003 a closet was constructed and wired in the rear of the lecture hall to house data and port connections. The cafeteria AV closet was rewired and conduits were installed for data cables. Additional data lines were strung in 2004 and 2005.

HEATING FUEL: Which of the heating fuel types below does your building primarily rely on for heating?

Natural Gas

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).**Interior:**

The flooring throughout the cafeteria, corridors and classrooms is Vinyl Composite Tile (VCT) and is well maintained and in good condition. The low-pile carpet in the Media Center and administrative offices is in good condition, but only in fair condition in the 1968 classroom wing. Bathroom floors are ceramic tile in good condition, except in sections of the locker room shower, which have de-laminated from the concrete substrate and require replacement. The gymnasium floors are rubber flooring in fair to poor condition. These are scheduled for replacement in 2014-15. The floors in the utility areas are exposed concrete. Kitchen flooring is quarry tile in good condition. The Auditorium stage floor is wood and in good condition.

The wall finish system varies according to the phase of construction, but incorporates similar materials. Classrooms in the 1958 building have a combination of plaster and SGFT walls. Walls in the 1969 wing are a combination of concrete masonry unit (CMU) and sheetrock and are generally in good condition. Some of the corridor walls have hard-wood panels in good to fair condition. Multi-stall bathrooms are typically 20+ years old and in need of upgrades, with poor lighting, bowed ceiling tiles, chipped ceramic mosaic tile, rusting metal partitions, and sink/ counters that are in poor condition.

Most of the classrooms have dropped ceiling metal grid with 2'x4' Acoustic Ceiling Tile (ACT). The ACT in the administration area and a few of the classrooms in the 1958 wing are at a very low height 7'-1/2" above finished floor (AFF), instead of the required 7'-6" AFF. Ceilings in the 1969 wing are in good condition. The kitchen has vinyl coated ceiling tile, which is in good condition. The Media Center/ Library and the main entry hall have exposed painted structural metal deck.

The interior doors throughout the building are typically wood and original to their date of construction. The oldest doors in the 1958 wing are in need of replacement, while the doors in the 1969 wing are in generally good condition.

Many interior stairways have railings that were acceptable at the time of installation, but do not meet all current egress and accessibility requirements.

Technology:

The building has Category 5 cabling to every classroom with many classrooms outfitted with smart boards and computers. There are four computer labs within the building, which function as teaching spaces for technology education. The following areas require upgrade: the Auditorium AV system; wireless access points in the Auditorium, Lecture hall, cafeteria and Gymnasium; projection system in the Lecture Hall; upgrades to the soundfield systems in many classrooms; and technology upgrades in the science labs.

Hazardous Materials:

The Public Facilities Department has an ongoing plan for the assessment and remediation of hazardous materials in the school. Testing confirmed that floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Asbestos in the hard joint insulation of heating pipes was removed as part of the boiler room upgrades, but ACM's still remain in the utility tunnels. Interior caulking at wall seams is assumed to contain asbestos and PCB's. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and will require abatement as a part of repair/ replacement. Other locations assumed to contain asbestos are door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damproofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain Mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be remediated during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The 2011 DWA study identified several deficiencies to core educational science classroom spaces, the auditorium, gymnasium, and administration area.

The highest priority are the science classrooms, which are below MSBA standards. The existing science classrooms range in size from 539 sf. to 1011 sf., which is well below the current MSBA standard of 1200 sf. These classrooms lack adequate prep rooms and storage space, and the built-in casework and plumbing fixtures are in poor condition. Improvements to these classrooms alone would likely trigger code-required upgrades throughout the building for a complete automatic sprinkler system, handicapped accessibility improvements, seismic design, energy efficiency, as well as infrastructure upgrades to plumbing, fire alarm and electrical systems. The lack of adequate science classrooms and facilities means that Pollard's students are shortchanged and do not receive the type of science instruction expected. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers take shortcuts and avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space.

Other programmatic deficiencies are found in the auditorium, which is largely original to its construction in 1958. It is not large enough to accommodate the whole school for any activity; it can accommodate only one grade at a time. The lighting and sound in the auditorium is in need of updating/upgrading and is in a constant state of repair.

The gymnasiums lack spectator space and require replacement of the flooring, lighting, sound system and venting systems. The gyms are dark, lighting is generally dull, and there are ongoing heating issues. The walls are lined with paneling that is splintered in some locations and has little nails jutting out, which have caused cuts and scratches to students and teachers. The exposed pipes also present a safety concern, since students engaged in strenuous activity could come into contact with the hard surface, causing injury. The flooring is beginning to tear at the thresholds between the two gyms and at the doorways, creating a trip hazard. The floors in both gyms are beginning to wear thin and they are extremely dirty and marked-up from many years of use. The basketball hoops have not been updated or replaced in over 18 years. The mechanics that raise and lower some of the hoops are no longer working properly; there are many baskets (especially in the Blue Gym) that remain in the way of our volleyball courts, as a result. If these baskets could be replaced with hoops that could be raised and lowered, we would have room for an additional volleyball court in the Blue Gym. The scoreboard in the Green Gym no longer works, and there is no scoreboard in the Blue Gym. The clocks do not work in the gym.

In addition, the school has too few special education meeting spaces. The current special education parent meeting room was turned into a learning center in 2013/14. With the increasing number of special education parent team meetings, it is essential to have a dedicated conference room space.

The administration offices are located in the northeast corner of the building and lack proper visibility and access from the

main entry court. As a result, visitors are required to enter the building via the side door to the Administrative Office. The location of this side door makes it difficult for visitors to identify the main entrance, and doesn't allow school personnel to view visitors as they approach the building. The offices are undersized by approximately 40%, according to current MSBA standards, which call for 2,400 sf of space for 880 students, compared to the current 1,400 sf. The lobby space is used as a work and copy layout space.

The modular classrooms (constructed in 2002) are not designed as permanent, long-term facilities. They are constructed of inexpensive materials, in fast production style construction techniques and are not energy efficient. A long-term solution that provides for permanent classroom space will be required within the next 10 years (expected lifespan for modular classrooms is 20 yrs.)

Finally, consideration should be given to "21st Century Learning" as it relates to the layout of the School. Learning-teaching methods now include technology integration, project-based learning, team-teaching, multidisciplinary collaboration and special education delivery methods. These concepts are not reflected in the current layout and should be incorporated into future space planning.

CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, and a description of the media center/library (maximum of 5000 characters).

The building was designed for 45 classrooms spaces, which vary approximately from 723 sf. to 907 sf. As enrollment has increased over the years, however, spaces have been converted to accommodate 38 regular education classrooms for core subject delivery and 22 classrooms for elective programs, which include the use of the Lecture Hall, Auditorium and modular classrooms. Presently, there are 10 science rooms and 13 special education classrooms. The science classrooms range in size from 539 sf. to 1011 sf and are smaller than the MSBA guideline of 1200 sf. for science classrooms. Pollard has two gymnasiums, one media center/library and one computer lab. There are 3 rooms have have been converted to computer rooms for students taking Computer Technology and Music Explorations.

Of the 10 science rooms, only seven are true science classrooms with the proper connections for gas lines and drainage for chemicals. The other three rooms, which are converted general classrooms, have only sinks and eye washes.

The Media Center is adequate to accommodate the educational needs of the school. However, both the science rooms and gymnasium are in need of modernization and additional program space.

CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The school currently is over-crowded, particularly in the classroom and common space areas. Given the existing cluster configuration (of four Grade 7 clusters and 4.5 Grade 8 clusters) and 871-student population, the average class size is 23-24 students per class. Additionally, some science classrooms are too small to accommodate the required number of science tables for enrolled students and have non-functioning sinks. The science teachers have been forced to modify the curriculum, particularly science experimentation, due to the facility constraints.

A number of non-traditional classrooms also are in use. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of the Lecture Hall. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. Given overcrowding in the gyms, the Wellness Department has modified the physical education curriculum to accommodate the number of students and space available. In our current situation, students sit out for approximately 1/3 of their class time. Because there are not enough courts for everyone to play a game

at the same time, students have sat on the sidelines to wait their turn. Additionally, Experiential Education is taught in a typical classroom, even though the program requires a large activity space. The smaller classroom space limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, the Health Education teacher and the Experiential Education teacher are located in the modulars, while the physical educators are located in the gymnasium. This assignment breaks the department up and limits opportunities for spontaneous ideas to emerge. Finally, given the limited size of the Fitness Center, students are rotated into the space one group at a time to accommodate the number of students. Given the small locker rooms, teachers must supervise students in the gym locker rooms to the best of their abilities and continually remind students about the importance of appropriate behavior.

To accommodate the current student population, the School has implemented split lunches. As a result, the school does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

Finally, given a lack of guidance and special education spaces, the School is looking at alternative spaces for meeting, office and transition spaces.

Additional enrollment growth will result in increased class size, the subdivision of existing modular classroom spaces, the conversion of non-traditional spaces to classrooms and/or traveling teachers on carts.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades.

A chronology of capital repairs to the facility follows:

- 1993 – Oil tank replaced
- 1994 - Boilers replaced
- 1994 - Aluminum awning, double-pane, energy-efficient windows installed
- 1995 – Science rooms were updated
- 1995 – HVAC system updated in 1969 Building and Cafeteria; building placed on management system
- 1996 – The bathrooms doors, toilets, and sinks, were updated to be ADA compliant. ADA access ramps were built.
- 2002 – Modular units (10 plus bathrooms) were added
- 2003 – Emergency generator fuel pumps installed
- 2004 – Domestic hot water piping was moved from under the courtyard to behind the walls and above the ceiling
- 2006 – Outdoor lighting upgraded
- 2006 – Rooftop and exhaust fans installed
- 2009 – Exterior monitoring system installed
- 2009 – New exterior doors installed
- 2009 – Complete overhaul of plumbing fixtures
- 2009 – Rentar fuel catalyst was installed
- 2009 – Electrical/technology infrastructure upgrade
- 2011 – Roof Replacement
- 2012 – Replaced gym partitions
- 2012 – Motion sensor lighting installed
- 2012 – Flooring replacement
- 2013 – Upper boiler room upgrade, including boiler replacement, replacement of air handling units and exhaust fans,

conversion of hot water heater to natural-gas fired unit. Also removed underground storage tank, replaced sump pumps, replaced phone system, repaired intercom system and bells, repaired wall padding and rubber flooring in both gyms, installed insulation in both gyms, painted gymnasium walls, replaced outdoor light poles, repaired sidewalk and walkway.

A Comprehensive Facilities Assessment study was completed in 2011 for the Hillside, Mitchell, and Pollard Schools. The study outlined near-term maintenance and repair projects that are required to address urgent concerns and extend the life of the facility. These improvements have been incorporated into the Town's Capital Improvement Plan (CIP), and receive annual funding through a facility repair article. The study also identified the need for a more comprehensive renovation/addition project to address deficiencies in the core educational spaces and obsolete systems.

Priority 2***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The school currently is over-crowded, particularly classroom and common space areas, such as the Gymnasium.

Given the existing configuration of four Grade 7 clusters and 4.5 Grade 8 clusters and the 871 current student population, the average class size is 23-24 students per class, which exceeds the 22-student design capacity. Additionally, a large number of classrooms are small and cannot accommodate more than 23 to 25 students. The modular classrooms, which were constructed in 2002, also are not designed as long-term, permanent facilities. A long-term solution to replace these modular classrooms with permanent classroom space will be required within the next ten years, since the average lifespan for modular classrooms is 20 years.

The current science classrooms also are severely undersized, relative to MSBA standards. These classrooms range in size from approximately 539 sf to 1011 sf vs. 1200 sf per current MSBA standards. As a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled. (This condition will become exacerbated with the additional students projected for 2013-2014.) The science classrooms also do not have adequate prep rooms or storage spaces, and the built-in lab casework and plumbing fixtures are in poor condition.

The gymnasium spaces are significantly overcrowded. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in the gymnasiums. Class sizes range anywhere from 20 – 26 students. As a result, there can be anywhere from 75 - 100 plus students in the gyms during one class period. The gyms are divided into courts for game play i.e., basketball courts, handball courts, volleyball courts and such during typical physical education classes. The number of courts is limited by the space. For example, the school can only create four basketball courts, four handball courts and five volleyball courts within the allotted space. Once students are divided into teams, there are not enough courts for everyone to play at the same time. As a result, students have to sit out and wait their turn to play. In our current situation, students are sitting out for approximately 1/3 of their class time. Additionally, the locker rooms are small and do not safely accommodate the number of students who are scheduled to use them for their physical education classes.

The Fitness Center also is small, although in 'good shape.' It can safely accommodate about 20 students at one time. With classes of 25 plus, it becomes almost impossible to use this space effectively. There also is a need for some aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.

To accommodate the current student population, the School has implemented split lunches. As a result, Pollard does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

Additionally, the school lacks a sufficient number of guidance, special education and ELL spaces. The room that is currently used for meetings with special education parents was eliminated in the 2013-2014 school year and turned into a learning center. It is essential to have a dedicated conference room space for parent meetings in the future. There is no dedicated ELL space for English Language instruction for our non-English speaking students and the school lacks appropriate space for curriculum meetings and resource materials.

Finally, the administrative spaces are undersized by approximately 40%. The MSBA standard for 880 students (the approximate current enrollment) is 2,400 s.f. The current administrative space is 1,400 s.f. The lack of administrative space is evidenced by the tight quarters that the administrative personnel occupy, and the use of the lobby space as additional work and copy layout space.

Priority 2***Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.***

To mitigate the need for additional classroom space, including the need for two additional classrooms in FY15, the school will increase class size and/or subdivide modular classroom space. The conversion of non-traditional spaces to classrooms or traveling teachers on carts also are possibilities. The modular classrooms, which were constructed in 2002, also are not designed as long-term, permanent facilities. A long-term solution that provides for additional classroom space will be required within the next ten years, since the average lifespan of modular classrooms is 20 years.

To mitigate deficiencies in the science spaces, the teachers have been required to modify the curriculum, including science experiments. As previously noted, these rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.) Additionally, since there are no additional rooms that can be converted into science classrooms in FY14, the School may collapse two science rooms into one large classroom to accommodate the additional students.

A number of non-traditional classrooms also are in use. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of the Lecture Hall. The Pollard Auditorium is used for theater arts classes and these classes are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. The Library also is used for ELL instruction.

Finally, the limited gymnasium space has required classes to be scheduled concurrently, and for teachers to modify the physical education curriculum. Currently, the Pollard School schedules 3-4 classes of physical education concurrently in the gym space, which constitutes two gyms. Class sizes range anywhere from 20 – 26 students. As a result, there can be anywhere from 75 - 100 plus students in the gyms during one class period. Because there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, the lack of appropriate physical education office space has resulted in the Health Education teacher and the Experiential Education teacher to be housed in different areas of the school. The Physical Education teachers are located in the gymnasium, while the Health teacher is located in the modular classrooms. Finally, given the limited size of the Fitness Center, students are rotated into the space one group at a time to accommodate the number of students. Given the small locker rooms, teachers must supervise students in the gym locker rooms to the best of their abilities and continually remind students about the importance of appropriate behavior.

To accommodate the current student population, the School has implemented split lunches. As a result, the school does not work on a bell system. Thus, teachers must rely on personal clocks for guidance and are required to communicate on the Pollard website if they have let students out late.

The School has been unable to fully mitigate the lack of administrative space. Although the lobby has been utilized as additional work space, offices are undersized and there is a lack of conference and meeting spaces. The School also is in need of additional guidance and special education meeting space in FY14.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The 2011 DWA study identified several deficiencies to core educational science classroom spaces, the Auditorium, Gymnasiums, and administration area.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, subdivide existing space and/or modify the existing curriculum, to the detriment of the educational program. Given the lack of additional classrooms, the Pollard School will future enrollment growth by increasing class size and subdividing existing modular classroom space, as well as converting non-traditional spaces to learning centers. Science teachers have modified the existing curriculum, particularly experiments, to meet the existing facility constraints. As previously noted, the science rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.)

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. ELL instruction, conducted in the Library, often is interrupted by groups using the space or by noise from other students.

The gymnasiums are undersized, which limits physical education activities for students. As noted, Pollard schedules 3-4 classes of physical education concurrently in the gym space, resulting in anywhere from 75 - 100 plus students occupying the gym at one time. Since there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. This goes against the philosophy of the program that all students should remain active for at least 80% of their time in a physical education class. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. Finally, the small size of the Fitness Center requires that students be rotated in for instruction, and limits the amount of equipment that can be made available. (There is also a need for aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.)

In addition, the physical limitations of the gymnasiums have further limited the educational program. Specifically, there is no space for spectators and the following systems require replacement: flooring, lighting, sound system and venting. The gyms are dark, lighting is generally dull, and the gyms are dark in color and dark in ambiance. There also are ongoing heating issues - either it is too hot or too cold. The walls are lined with paneling, which is splintered in some locations and has little nails jutting out, which have caused cuts and scratches to students and teachers. The exposed pipes also present a safety concern, since students engaged in strenuous activity could come into contact with the hard surface of the pipes, causing injury. The gym flooring is beginning to tear at the thresholds between the two gyms and at the doorways. Students have tripped from time to time as they walk from one gym into the other. The floors in both gyms are beginning to wear thin in several places, and they are extremely dirty and marked-up from many years of use. The basketball hoops have not been updated or replaced in over 18 years. The mechanics that raise and lower some of the hoops are no longer working properly, and there are many baskets (especially in the Blue Gym) that cannot be raised and lowered. As a result, they remain in the way of our volleyball courts. If they could be replaced with hoops that could be raised and lowered, we would have room for an additional volleyball court in the Blue Gym. The scoreboard in the Green Gym no longer works, and there is no scoreboard in the Blue Gym. The clocks do not work in the gym.

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Finally, the lighting and sound systems are sorely in need of updating/upgrading; they are constantly being repaired. The dimly lit and inadequately sized

auditorium is limiting. The stage is not handicapped accessible, the carpet is threadbare, exit stairs are in need of repair, the acoustics are quite poor, and the overall design limits programs and learning opportunities.

Finally, consideration also should be given to "21st Century Learning" as it relates to the layout of the Pollard School. Learning-teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be incorporated into the future space plans.

Please also provide the following:

Cafeteria Seating Capacity:	381
Number of lunch seatings per day:	4
Are modular units currently present on-site and being used for classroom space?:	YES
If "YES", indicate the number of years that the modular units have been in use:	14
Number of Modular Units:	10
Classroom count in Modular Units:	10
Seating Capacity of Modular classrooms:	20
What was the original anticipated useful life in years of the modular units when they were installed?:	20
Have non-traditional classroom spaces been converted to be used for classroom space?:	YES
If "YES", indicate the number of non-traditional classroom spaces in use:	2
Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):	
Due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall, which in turn, has limited the use of that space. The Pollard Auditorium also is used for theater arts classes and is moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations.	
Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters):	
The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a sixth grade center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the sixth grade at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th Grades before transitioning to Needham High School.	
Although the stand-alone Sixth Grade Center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students.	
Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools, Needham has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.	
What are the district's current class size policies (maximum of 500 characters)?:	
School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.	

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

As previously noted, facility deficiencies constrain the educational program, primarily in the area of science, school-wide events, physical education and access.

Program offerings at Pollard are diminished because of the many building and design inefficiencies associated with Pollard. The lack of appropriate space, for example, for engineering and design means that the program is limited in scope and does not accommodate all the aspects of the program intended. Additionally and as previously stated, the science classrooms are undersized and inadequate. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers take shortcuts and avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space.

Art, science, performing arts, special education, technology, and other programs are unable to expand due to a lack of adequate space. At the middle school level, these programs are essential for students but the school is unable to expand due to the many inefficiencies and inadequacies described. For example, music education is limited to cramped classrooms and the auditorium because the design and spaces do not provide the kind of room, lighting, acoustics, and appropriate space required for a high performing middle school program.

Classroom space is very tight. The school, originally designed with 45 classrooms, requires 38 regular education classrooms and 22 classrooms for elective programs. In addition, the science classrooms are severely undersized, relative to MSBA standards, ranging from 539 sf to 1011 sf vs. 1200 sf per current MSBA standards. As a result, it is difficult to accommodate enough lab tables for the number of students who are currently enrolled. (This condition will become exacerbated with the additional students projected for 2013-2014.) In addition, the classrooms lack adequate electrical outlets for technology (computers and probeware), as well as storage for student work or prep supplies. The built-in lab casework and plumbing fixtures are in poor condition and sinks in many classrooms do not work. Finally, since three of the science classrooms are converted general education classrooms, they lack the proper gas line and chemical drainage hookups. Similarly, the Engineering classrooms (also converted from modified standard size classrooms) are insufficient in size for groups of students to work on projects and the rooms have inadequate space for the storage of materials, equipment and student work. Access to electrical outlets are limited.

There are no dedicated spaces for ELL instruction (which is held in the Library), or to implement a reading program at Pollard. In addition, inadequate curriculum space has limited the ability of the two Curriculum Coordinators to meet with teachers and build a lending library of reference materials. The curriculum suite currently consists of two small offices and a foyer, which is home to the two Curriculum Coordinators, as well as departmental space for meetings with teachers, job-embedded professional development and resource materials.

Similarly, the physical education program is limited by the constraints of the gymnasium spaces. As previously noted, the gyms are not large enough to create enough courts for game play to ensure that all students to play at the same time. This results in students sitting on the sidelines, waiting for a turn to play, for approximately one third of their class time. The curriculum objective of the Wellness Program is for students to remain active for at least 80% of their time in a physical education class. In addition, Experiential Education is taught in a typical classroom, rather than the requisite large activity space, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough.

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Finally, the lighting and sound systems are sorely in need of updating/upgrading; it is constantly being fixed.

Finally, consideration also should be given to "21st Century Learning" as it relates to the layout of the Pollard School. Learning-

teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be incorporated into the future space planning.

Outside the building, parking is severely limited; the current zoning requires at least 65 additional spaces for a school of that size. As a result, teachers must park on neighborhood streets and on grassy areas at the school. There are no dedicated visitor spaces.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, and convert/subdivide available space to create the required number of classrooms. Students have been squeezed into science and engineering classrooms, which do not all contain enough tables for enrolled students, or which are too small to conduct a full complement of engineering projects. As a result, science teachers have modified the existing curriculum, particularly experiments, to meet the space and equipment constraints of their classrooms. As previously noted, the science rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition (some have non-working sinks.) Similarly, the Engineering teachers have limited the type and scope of student projects to those which can be accomplished within the limited classroom and storage space of the Engineering classrooms.

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. ELL instruction is conducted in the Library, due to lack of dedicated space, where instruction is often interrupted by the activities of other students.

Curriculum instruction and job-embedded professional development has been offered to teachers, but is often provided in too-small spaces, where teachers are confined for day-long events, or across multiple classrooms, where teachers move from one space to another during the day.

During gym class, students are required to 'sit out' for approximately one third of their class time, since there are not enough available courts for all students to play at the same time. As noted above, classes are scheduled concurrently, which results in 75 - 100 plus students occupying the gym at one time. Additionally, due to the lack of a large activity space, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities students are rotated through the small Fitness Center on a class-by-class basis.

The parking deficiency was only partly mitigated by the recent renovation, which added a number of new spaces. However, the school should have approximately 65 additional spaces to meet zoning requirements. Parents and visitors park on the streets or available grassy areas, to the annoyance of neighbors.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

As previously noted, the 2011 DWA study identified several deficiencies to core educational science classroom spaces, the Auditorium, Gymnasiums, and Administration area.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, subdivide existing space and/or modify the existing curriculum, to the detriment of the educational program. Given the lack of additional classrooms, the Pollard School will accommodate the two additional classrooms required for 2014/15 by increasing class size and subdividing existing modular classroom space, to create learning centers for students.

Science teachers have modified the existing curriculum, particularly experiments, to meet the existing facility constraints. Science units are often designed with safety and facility condition in mind, rather than promoting student interest or delivering the middle school science program. Similarly, the Engineering teachers have limited the type and scope of student projects to those which can be accomplished within the limited classroom and storage space of the Engineering classrooms. As enrollment increases, the quality of STEM instruction will be further eroded as more students are squeezed into these spaces or as additional standard classrooms are converted into Science and Engineering rooms.

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the lack of music rooms, strings classes are held in the Pollard Lecture Hall. As a result, the use of the Lecture Hall is limited. The Pollard Auditorium is used for theater arts classes and is moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. The lack of a dedicated space for ELL instruction compromises the type of focused, 1:1 instruction that our non-English speaking students require. Additionally, due to the lack of available space, there is no Reading Program at Pollard.

The gymnasiums are undersized, which has limited the physical education program for students. As noted, Pollard schedules 3 - 4 classes of physical education concurrently in the gym space, resulting in anywhere from 75 - 100 plus students occupying the gym at one time. Since there are not enough courts for everyone to play a game at the same time, students sit on the sidelines to wait their turn. This goes against the philosophy of the program that all students should remain active for at least 80% of their time in a physical education class. Due to the lack of large activity spaces, Experiential Education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, when the weather is warm enough. In addition, due to the lack of office space, the Physical Education and Health teachers are located in different parts of the school, which breaks up the department and limits opportunities for spontaneous ideas to emerge. Finally, the small size of the Fitness Center requires that students be rotated in for instruction, and limits the amount of equipment that can be made available. (There is also a need for aerobic equipment to complement the weight training circuit that currently exists in the Fitness Center.)

The Pollard Auditorium is not large enough to accommodate a whole grade for any activity. Additionally, the Pollard Auditorium is used for theater arts classes, which are moved on a constant basis to make the Pollard Auditorium available for creative arts presentations or other large class presentations. Finally, the lighting and sound systems are sorely in need of updating/upgrading. They are constantly being fixed.

The inadequate space available for curriculum instruction has compromised the professional development program for teachers. As previously noted, the teachers who participate in professional development workshops either are squeezed into too-small spaces, or rotated through a series of venues, neither of which are conducive to promoting effective teacher learning. Additionally, the limited available space will constrain Needham's plans to increase the number of Coordinators from two to four, to provide instruction in all core academic areas.

Finally, consideration also should be given to “21st Century Learning” as it relates to the layout of the Pollard School. Learning-teaching methods have changed over the past 50 years, including technology integration, project-based learning, team-teaching, multidisciplinary collaboration, and special education delivery methods. These concepts should be reviewed in relation to the school’s educational program and vision in context with the school’s existing classroom layout.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only. **FORM OF VOTE** Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the

[City Council/Board of Aldermen,
Board of Selectmen/Equivalent Governing Body/School Committee] of _____ [City/Town], in
accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit
to the Massachusetts School Building Authority the Statement of Interest dated _____ for the

[Name of School] located at

[Address] which
describes and explains the following deficiencies and the priority category(s) for which an application
may be submitted to the Massachusetts School Building Authority in the future

_____ ; [Insert a description of the priority(s) checked off

on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]; and hereby further
specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School
Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of
a grant or any other funding commitment from the Massachusetts School Building Authority, or commits
the City/Town/Regional School District to filing an application for funding with the Massachusetts School
Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer ***School Committee Chair****Superintendent of Schools**_____
(signature)_____
(signature)_____
(signature)_____
Date_____
Date_____
Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 3/11/2014

Agenda Item	Board Position on Ballot Question - Sale of All Alcoholic Beverages in Restaurants with Fewer than 100 Seats
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss its position relative to Question 1 on the 2014 Annual Town Election Ballot allowing the Town, through its licensing authority, to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to support (or not to support) Question 1 on the Annual Town Meeting Warrant authorizing the issuance of licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Chapter 32 of the Acts of 2014 b. Annual Town Election Warrant			

Chapter 32

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Fourteen

AN ACT AUTHORIZING THE TOWN OF NEEDHAM TO PLACE A QUESTION ON THE BALLOT AUTHORIZING THE TOWN TO GRANT CERTAIN LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the licensing authority of the town of Needham may issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons. Except as otherwise provided in this act, such licenses shall be subject to chapter 138 of the General Laws.

SECTION 2. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the qualified voters of the town of Needham at the state election or an annual or special town election following the effective date of this act in the form of the following question:-

"Shall the town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?"

If a majority of the votes cast in answer to the question is in the affirmative, the town of Needham licensing authority may issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons.

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen of the town of Needham.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, February 12, 2014.

Passed to be enacted,

James L. Kelley, Speaker.

In Senate, February 13, 2014.

Passed to be enacted,

James Kelley, President.

20 February, 2014.

Approved,

at 2 o'clock and 52 minutes, P. M.

[Signature]
Governor

**WARRANT FOR THE ANNUAL TOWN ELECTION, TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM, COMMONWEALTH OF MASSACHUSETTS**

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights (4/8/14)	Precinct F-	Needham High School - Gymnasium
Precinct B	-	The Center at the Heights (4/8/14)	Precinct G-	Needham High School - Gymnasium
Precinct C	-	Newman School - Gymnasium	Precinct H-	Broadmeadow School - Performance Center
Precinct D	-	Newman School - Gymnasium	Precinct I-	William Mitchell School - Gymnasium
Precinct E	-	Broadmeadow School – Perform. Ctr.	Precinct J-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014 From 7:00 A.M. to 8:00 P.M. to cast their votes in the Annual Town Election (Article 1) for the candidates for the following Town Offices: **Article 1:** One Moderator for One Year; Two Selectmen for Three Years; One Assessor for Three Years; Two Members of School Committee for Three Years; One Member of School Committee for Two Years; One Trustee of Memorial Park (trustee of soldiers' memorials - veteran) for Three Years; Three Trustees of Needham Public Library for Three Years; One Member of Board of Health for Three Years; One Member of Planning Board for Five Years; One Member for the Needham Housing Authority for Five Years; One Commissioner of Trust Funds for Three Years; One Member of Park & Recreation Commission for Three Years; Two Constables for Three Years; Eight Town Meeting Members from Precinct A for Three Years; Eight Town Meeting Members from Precinct B for Three Years; One Town Meeting Member from Precinct B for Two Years; Eight Town Meeting Members from Precinct C for Three Years; Eight Town Meeting Members from Precinct D for Three Years; One Town Meeting Member from Precinct D for Two Years; Eight Town Meeting Members from Precinct E for Three Years; Eight Town Meeting Members from Precinct F for Three Years; One Town Meeting Member from Precinct F for One Year; Eight Town Meeting Members from Precinct G for Three Years; Eight Town Meeting Members from Precinct H for Three Years; Eight Town Meeting Members from Precinct I for Three Years; Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

“Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?”

ARTICLE 3: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

“Shall the Town of Needham be allowed to assess an additional \$1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?”

**The Annual Town Meeting for the transaction of business shall commence on
Monday, May 5, 2014 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall**

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 seven days before the time of 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 under our hands at Needham aforesaid this 25 day of February, 2014.

THE NEEDHAM BOARD OF SELECTMEN

DANIEL P. MATTHEW, Chairman
JOHN A. BULIAN, Vice Chairman
MAURICE P. HANDEL, Clerk
MATTHEW D. BORRELLI
MARIANNE B. COOLEY
Selectmen of Needham

**TOWN OF NEEDHAM
MASSACHUSETTS 02492**

**BULK RATE
US POSTAL PERMIT
BOSTON, MA
Permit No. 58224**

NEEDHAM RESIDENT

**Annual Town Election
Tuesday, April 8, 2014
7:00 A.M. – 8:00 P.M.
Open to all registered Voters**



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/11/2014

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	None		

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Reynolds Committee		
Event Manager Address	226 A County St - Attle, MA 02703		
Event Manager Phone Number	508-761-9778		
Organization Representing (if applicable)	Sara-Lynn Reynolds - Candidate		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Meet n Greet		
Date of Event	3/26/2014		
License is for Sale of:	No Sale		
	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	5:00 pm	TO: 8:00
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	25 to 30		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Historical Society Schoolhouse			
Who will be serving the alcohol to your guests?			
Licenced Bartender			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Richard Saguet			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
Sara Lynn Reynolds			2/21/2014

Sara-Lynn
Reynolds
State Senate
 Norfolk • Bristol • Middlesex
www.ElectSaraLynnReynolds.com

Sara-Lynn
Reynolds

State Senate
 Norfolk • Bristol • Middlesex

www.ElectSaraLynnReynolds.com



***Reynolds Advocates For
and Supports***

- Stronger Job Creation throughout our Senate District and MA
- Measures that Maintain the \$\$\$ required for a 21st Century Education
- Affordable and Easy Access to Health Care
- Legislation that Protects our Environment

Paid for and authorized by the Reynolds Committee
 Treasurer Laura Gignac, 33 Jessie Ave, So. Attleboro, MA 02703 • 750

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Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on September 6, 2013
provided by Health Communications, Inc.
is hereby granted to:

Richard Saquet

Certification to be sent to:

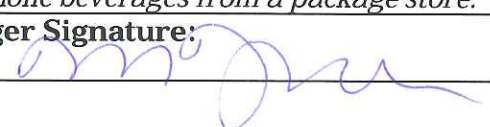
35 Pilgrim Village Rd Apt 102
Taunton MA, 02780-6938 USA

 HEALTH COMMUNICATIONS INC.
This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

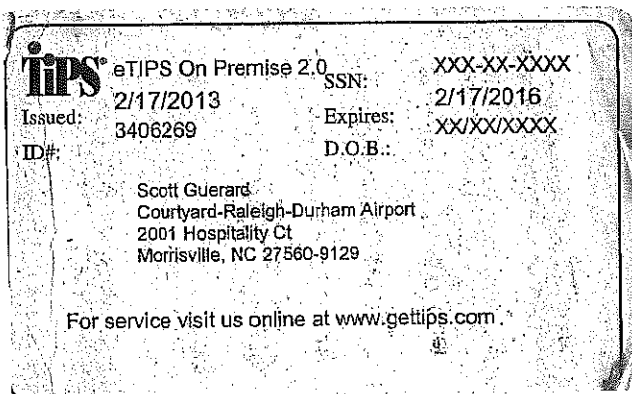


Windows Taskbar: eTIPS On Premise 2.0... | Apple Software Upd... | 1:20 PM

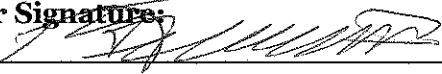
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Maria Freda		
Event Manager Address	12 Highland St. Natick 01760		
Event Manager Phone Number	857-373-9552		
Organization Representing (if applicable)	Walnut Hill School for the Arts		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Walnut Hill School Faculty/Staff appreciation		
Date of Event	March 21, 2014		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	7:15 PM	TO: 10:00 PM
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	50-60 people		
Name & address of event location. Please attach proof of permission to use this facility.	Needham Bowl Away - Zachary Snyder ^{Zach Snyder} owner ^{owner} Needham Bouldway 781 449 4060		
Who will be serving the alcohol to your guests?	Our school's dining services will provide a trained bar tender.		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate)	Scott Guerard or other provided by our dining services		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Party guest will be served from the bar. All drinks are complimentary as this is a faculty/staff party		
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			
Date:	2/7/14		

bar tender
certificate



**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Robert T. Timmerman II		
Event Manager Address	1211 Highland Avenue Needham MA 02492		
Event Manager Phone Number	781-449-1492 781-589-4227		
Organization Representing (if applicable)	Fr. Daniel J. Kennedy - Needham Knights of Columbus		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Saint Patrick's Dinner Dance		
Date of Event	March 15, 2014		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6:00	11:00 PM	
Are tickets being sold in advance for this event?	☒ YES	\$ 25.00 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 25.00/per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event? 75-85			
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492			
Who will be serving the alcohol to your guests?			
Bartender Matthew Ching			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Matthew Ching Certificate on file at BOS			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature: 			Date: February 25, 2014

The Fr. Daniel J. Kennedy-Needham Knights of Columbus will hold their annual Saint Patrick's Dinner Dance on Saturday, March 15th. Social Hour begins at 6:00 PM followed by a traditional Corned Beef and Cabbage. After dinner there will be a 4 piece Irish band playing all your favorites for your dancing and listening pleasure. There will also be a special performance by the O'Dwyer School of Irish Dance. Tickets are \$25.00 with the proceeds going to Saint Joseph Parish Schools and other Knights of Columbus charitable endeavors. For reservation or more information please contact Bob Timmerman 781-444-3419 or Paul Whyte 781-444-9632.

CERTIFICATION NUMBER:

76326

ALCOHOL INTERVENTION METHODS
CERTIFIES:

CHARLES W KEITH

CAMPBELL TRENT
508-756-8542

EXPIRES:
APR 12 2016

CERTIFICATION NUMBER:

76322

ALCOHOL INTERVENTION METHODS
CERTIFIES:

MATTHEW L. CHING

CAMPBELL TRENT
508-756-8542

EXPIRES:
APR 13 2016

**Town of Needham
Board of Selectmen
Minutes for February 11, 2014
Needham Town Hall**

6:30 p.m. Informal Meeting with Citizens: No activity.

6:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Proclamation - American Heart Association's Go Red For Women:
Mr. Handel read a proclamation recognizing the American Heart Association's Go Red For Women movement and its effort to address heart disease among women.

**Motion by Mr. Handel that the Board of Selectmen vote to sign a proclamation recognizing Friday, February 14, 2014 to be "WEAR RED DAY" in Needham.
Second: Mr. Bulian. Unanimously approved: 5-0.**

7:00 p.m. Proclamation - Village Club 100th Anniversary:
Mr. Borrelli read a proclamation recognizing the Village Club for its 100 years of service to the Town of Needham.

**Motion by Mr. Borrelli that the Board of Selectmen vote to sign a proclamation to congratulate the Village Club for its 100 years of service to the residents of the Town of Needham.
Second: Mr. Handel. Unanimously approved 5-0.**

7:04 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: There were no appointments this meeting.

CONSENT AGENDA

- 1. Accept the following donation made to the Community Revitalization Trust Fund from: \$50 from Anisa Mehdi & Peter Zimmermann**
- 2. Approve a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, to ride a portion of its "Geared Up for Kids 2014" bike ride through Needham. The bike ride will be starting and ending at PTC, 140 Kendrick Street. Riders will take a right out of the parking lot and proceed into Newton where the ride will primarily take place. A Needham Police detail has been hired for the Needham portion of the event.**

3. Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Street Fair on Saturday, June 7, 2014. Permission includes: utilizing the parking lot behind Town Hall for pony rides and for two portable toilets; closing Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court and booths; NBA member business to have items for sale on sidewalk in front of their own stores; a trolley ride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common; and any changes as recommended by the Needham Police Department.
4. Grant permission for free meter parking in the downtown area on Saturday, June 7, 2014 so that residents may enjoy the Street Fair.
5. Accept the following donations made to the Off Leash Dog Area Account : \$ 100 from Anthony Trase; \$50 from Tamara & George Takoudes; \$25 from Dana & Mark Braun; \$100 from Carol & Edward De Lemos; \$100 from Mark & Brenda Curran; \$50 from Adam & Jane Brand; \$50 from Shanna Deng; \$50 from Holle & Allen Forbes; \$100 from Kathleen & Burr Johnson; \$2,000 from an anonymous donor; \$10 from Tracy Belval; \$50 from Susan & Marc Wexler; \$50 from Timothy and Donna Mulrenan
6. Accept a \$25 donation made to Needham Youth Services from Robert and Mira Spiegel of Needham. The monies are to be used to sponsor Needham Youth Services "Sibshops" program.
7. Accept a \$250 donation made to Needham Youth Services from the Patrick C. Forde Memorial Fund. The monies are to be used to sponsor Needham Youth Services Patrick C. Forde "Good Person" program.
8. Approve a Special One Day Wines and Malt Beverages License for Carol Stento of the Needham Women's Club to host its Grand Wine Tasting event on April 6, 2014 from 3:00 p.m. to 6:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
9. Approve a Special One Day Wines and Malt Beverages License for Sheila Eisenstadt of the Broadmeadow PTC to host its Spring Thing event on April 4, 2014 from 6:00 p.m. to 12:00 a.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
10. Approve minutes from January 14, 2014, (open), January 28, 2014 (open), and January 14, 2014 (Executive Session) minutes,
11. Water & Sewer Abatement Order #1174
12. Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to hold its 100th Anniversary event on February 15, 2014 from 7:00 p.m. to 12:00 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
13. Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to host a Survivor Premiere Party on February 26, 2014 from 8:00 p.m. to 11:00 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
14. Accept the following donations made to the Park and Recreation Commission: Items donated by Needham resident Caren Carpenter- 124 hard/soft cover children's books, 5 puzzles, 9 games, and 7 sets of arts and craft supplies to be

used at children's programs. The value is approximately \$500; and tennis equipment and nets valued at \$675 from the United States Tennis Association equipment grant program. The equipment will be used at youth tennis programs.

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

7:05 p.m. Introduction of Director of Conservation:
Lee Newman, Director of Planning and Community Development appeared before the Board to introduce newly appointed Director of Conservation Matt Varrell. Ms. Newman said Mr. Varrell is a professional wetlands scientist with twenty years experience in wetland biology, and is well suited for the position.

The Board congratulated and welcomed Mr. Varrell to the Town of Needham.

7:08 p.m. 9/11 Memorial:
Detective Joe O'Brien, Firefighter Mark McCullough, Cindy Chaston, and Charlie Wright appeared before the Board to present their concept for a memorial dedicated to the response of Fire and Police personnel on September 11, 2001.

Detective O'Brien gave a historical account of the efforts by the Town of Needham to assist in the days after the attack on the World Trade Center in New York. He noted that within hours of the attack, four Needham firefighters were dispatched to Ground Zero. He commented that it means a great deal to first responders that the Board of Selectmen would consider the proposed memorial.

Detective O'Brien presented copies of a powerpoint presentation and showed the Board a replica of the proposed memorial at the corner of Chestnut Street and School Street. He described the proposed memorial as a six-sided pentagon style platform, with granite towers and a pedestal holding a piece of steel girder from the World Trade Center. He noted the memorial commemorates the service of first responders, and would contain a plaque for the firefighters and a plaque for the police. He estimated the total cost of the memorial between \$20,000 and \$30,000, all of which will be collected from donations, and at no cost to the Town. He said fundraising is slated to start in March 2014, with construction in August 2014.

Mr. Handel commented he is concerned about placement of the memorial and maintaining flexibility for possible reconstruction of the public safety building.

Mr. Borrelli said he is part of the committee designing the memorial and commented location was a consideration, but recognizes Mr. Handel's point. He said he is proud of the committee and the hard work they have done.

Mr. Matthews asked about the design and commented the memorial must be built to stand the test of time. He said he hopes the monument conveys the proper message

to the general public, about those who died, and those who continue to serve. He said the Board of Selectmen will take the matter under advisement.

7:32 p.m.

Proposed Sign By-law Revision - Electronic Billboards:

Roy Cramer, Attorney, and Andrew Goldberg, Logan Communications appeared before the Board to outline a proposal for amending the Town's Sign By-law for electronic billboards in Needham along the Interstate Highway.

Mr. Cramer explained billboards are currently not allowed in Needham. He commented the State finalized regulations last year allowing electronic billboards, after a pilot program was implemented in some communities. He noted one of the components in getting a state permit includes local approval, and therefore he is proposing to amend Needham's Sign By-law. He explained some of the proposed changes to the Sign By-law regulations, and the "impact fee" that has been required by some towns in connection with the permitting process and related issues. Mr. Cramer explained the upcoming deadline for matters to be placed on the spring 2014 Annual Town Meeting warrant, and commented the MBTA is exempt from local regulation. He suggested the Town be pre-emptive on the matter.

Mr. Borrelli said he is not opposed to the idea of digital billboards, but is concerned the Town may cut-off potential revenue. He said the concept needs to be fully vetted and not rushed for the benefit of some or to the detriment of others.

Mr. Handel asked how wide is the billboard. He commented the timeline is aggressive. He said he is not adverse to Town Meeting considering the issue, but feels more public discussion is needed.

Mr. Bulian commented it is reasonable to bring the issue to Town Meeting, but more dialogue is needed.

Ms. Cooley said the fact the MBTA could supersede the Town lends some urgency to the matter, but feels more dialogue is critical.

Mr. Matthews said the Board could vote to put the issue on the warrant tonight, or wait until the next meeting on February 25, 2014.

Motion by Mr. Handel that the Board of Selectmen vote to request the Council of Economic Advisors review the matter at its meeting on February 12, 2014 and provide its input to the Board of Selectmen.

The Board decided it was not necessary to vote on the motion, and it was withdrawn. Mr. Borrelli confirmed he will attend the Council of Economic Advisors meeting on Wednesday, February 12, 2014 at 7:30 a.m.

7:55 p.m.

Town Manager Report:

Kate Fitzpatrick, Town Manager appeared before the Board to report on 3 items:

She told the Board there has been approximately 55 inches of snow so far this winter, with more snow forecast.

She reported the MBTA has approved the lease of the rail trail and that the project is moving forward.

Ms. Fitzpatrick noted the tragic incident in Natick last week when DPW employee Michael McDaniel was killed in a backhoe accident while fixing a water main break. She said it is also important to recognize DPW employees as first responders, and commented Town of Needham DPW employees assisted Natick with sanding and salting roadways.

8:00 p.m.

Board Discussion:

1. Medical Marijuana Zoning

The Board discussed zoning for medical marijuana dispensaries and the information presented at the Planning Board hearing on February 4th. Mr. Matthews noted that no licenses were awarded by the State for any dispensary in Needham, and commented it may be a good time to consider long term zoning implications for a possible future dispensary in the Town. He said the issue of hardship and home cultivation must also be considered.

Mr. Bulian asked about the State process for issuing remaining licenses.

Ms. Fitzpatrick said there is no conversation about another round of licenses being issued, but commented it is in the interest of the Town to be ready when that happens.

Mr. Handel reiterated voters expressed a desire that medicinal marijuana be available to people. He noted the expense of the application process and that a business must serve a regional population. He said the location being discussed by the Board of Selectmen makes the most sense for accessibility and for the broader region.

Ms. Cooley said she supports the decision to move forward with zoning at this time.

Mr. Borrelli said he supports moving forward and agrees the location being discussed by the Board is the wisest for the area.

2. Zoning Provisions Relating to Residential Construction

The Board reviewed its goal of evaluating zoning provisions relating to residential construction, and the discussion on this subject with the Planning Board in December, 2013. Mr. Matthews said the Planning Board has decided to create a committee to study possible changes to zoning concerning large replacement homes.

Mr. Borrelli said he favors minor changes, and feels the Board of Selectmen should be involved in the process so the issue is fully vetted before Town Meeting.

Mr. Matthews recognized change can be upsetting, especially in ones own neighborhood. He noted however, change is "part of what we do" and the Town needs to make sure any change works out for the best over time. He said he is concerned about acrimony in some discussion. Mr. Matthews said it is important any proposal is simple and understandable for all residents.

Mr. Bulian said drainage issues must be addressed.

Ms. Cooley commented that selling a house with a history of flooding must be disclosed.

Mr. Matthews commented the Town requires a drainage plan for every sub-division with 2 lots or more, but a single lot has no requirement. He said there must be a way to require planning without being unfair. He also noted the number of new homes that had flooding because the developer did not observe design principles, i.e. below grade garages.

Ms. Fitzpatrick commented the storm water plan for the Town is under the jurisdiction of the Board of Selectmen, and recommendations are forthcoming.

Mr. Borrelli noted builders are not adverse to changes, but any change must be simple, easy to understand, with predictable enforcement.

Mr. Handel suggested Needham's building inspector be involved in the process.

8:25 p.m. Committee Reports:
No Reports were made.

8:30 p.m. Executive Session - Exception 3 (potential litigation):
Motion by Mr. Bulian that the Board of Selectmen vote to enter into Executive Session.
Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Not to return to open session prior to adjournment.
Second: Mr. Borrelli. Mr. Matthews polled the Board. Unanimously approved 5-0.

A list of all documents used at this Board of Selectmen meeting are available at:

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

Note: The meeting adjourned at 8:45 p.m.

**Town of Needham
Board of Selectmen
Minutes for February 25, 2014
Needham Town Hall**

6:30 p.m. Informal Meeting with Citizens: Raymond Lewis, 174 Linden Street spoke with the Board about possible employment with the Town of Needham or local business. He told the Board he is currently unemployed and looking for a general maintenance position 2-3 days per week.

6:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing - Application for a License to Store Propane Fuel Underground at 308 Cedar Street:
Wayne Balyosian, Contractor, C&C Builders LLC and Chris Amodeo, Devaney Energy appeared before the Board requesting a license to store 1,000 gallons of propane fuel in an underground tank on the property located at 308 Cedar Street, Needham. Mr. Balyosian noted the Town of Needham General By-laws (Section 4.3) requirement is that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.

Paul Buckley, Fire Chief stated all paperwork is complete and within the guidelines of regulations. Kate Fitzpatrick, Town Manager concurred all paperwork is in order.

Mr. Bulian asked Mr. Balyosian about setback requirements and adjacent neighbors. Mr. Balyosian said the neighbor was notified and is aware of the public hearing.

Mr. Matthews invited public comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for C&C Builders LLC to store 1,000 gallons of propane fuel in an underground tank on the property at 308 Cedar Street with the following restriction: 1. That the petitioner and each succeeding homeowner agree to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. the tank, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.

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

7:05 p.m. Public Hearing - Application for a License to Store Fuel Underground and Aboveground at 50 Marsh Road/355 R Chestnut Street:
Erinn Woodcock, Owner, Needham Oil & Air and Robert Coluccio, Web Engineering Associates, Inc., appeared before the Board requesting a license to store 40,405 gallons of fuel oil, diesel, gasoline, and waste oil fuel in aboveground and underground tanks on the property located at 50 Marsh Road, Needham, MA (Needham Oil & Air). Mr. Coluccio said the proposal is to replace the existing tanks with newer, more environmentally sound aboveground storage tanks.

Paul Buckley, Fire Chief stated all paperwork is complete and within the guidelines of regulations. He commented he supports the proposal. Kate Fitzpatrick, Town Manager concurred all paperwork is in order.

Mr. Matthews invited public comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Needham Oil & Air to store 40,405 gallons of fuel oil, diesel, gasoline, and waste oil fuel in aboveground and underground tanks on the property located at 50 Marsh Road: 1. That the petitioner and each succeeding property owner agree to contract for an annual tank and plumbing compliance system check making sure that the entire system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. the tank, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.

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

7:13 p.m. Public Hearing - NSTAR Petition for Webster Street/Hutter Ridge Road:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 126 feet of conduit at Pole 2/135 and 2/134 Webster Street, Needham. Ms. Carroll said this work is necessary to provide new underground electric service for a new Residential Development at #1-7 Hutter Ridge Road, Needham.

Mr. Matthews invited public comment. No comments were made.

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 126 feet of conduit at Pole 2/135 and 2/134 Webster Street, Needham. This work is necessary to provide new underground electric service for a new Residential Development at #1-7 Hutter Ridge Road, Needham.

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

7:15 p.m.

Downtown Streetscape Presentation:

Tom Jacob, Chairman, Downtown Streetscape Working Group and Bob Mackie, Senior Associate, BETA Group presented the Board with a detailed presentation of the draft recommendations of the Working Group for the Needham Downtown Streetscape project.

Mr. Mackie showed a Power Point presentation and reviewed concept plans. He commented on the history and current condition of Needham's downtown area. Mr. Mackie said the number one goal of the project is to improve the flow of traffic and said the project will focus on fixing a "broken" traffic pattern. He stated pedestrian safety and an aesthetically pleasing environment to spur economic growth are also goals of the project. Mr. Mackie said that while the traffic pattern and streetscape are independent of each other, they are mutually inclusive. He commented on traffic at railroad crossings, crosswalks, bicycles, on-street parking, and handicapped parking along Great Plain Avenue, Dedham Avenue, Chestnut Street, Oak Street, Chapel Street, and Highland Avenue. Mr. Mackie spoke about the character of Needham's downtown and how to incorporate it into a streetscape. He noted the Town Common is the centerpiece of the downtown, with Town Hall as a backdrop. Mr. Mackie discussed the possibility of using bricks and/or pavers as a low maintenance durable product. He commented on site furnishings, including art and sculpture, as well as ornamental lighting, trees and planters, gateways, and kiosks. Mr. Mackie briefly discussed project phasing, public education, easements.

Mr. Jacobs commented on the loss of on-street parking spaces, and the overall increase of off-street parking, pedestrian safety in crosswalks, and seating areas.

Mr. Matthews asked for Board comment.

Mr. Bulian said the presentation was great and asked about estimated costs for the project.

Ms. Fitzpatrick commented on plans to use Chapter 90 funding for the project.

Mr. Borrelli thanked the Working Group for their effort. He commented on details of the plans and said he felt some of the possibilities looked too overwhelming and do not fit with the character of Needham. Mr. Borrelli asked about snow removal and the potential use of bollards throughout the downtown area. He commented on the potential narrowing of Great Plain Avenue in the theatre block area and wondered if business owners felt it may have a negative impact. He asked about the possibility of placing a crosswalk at the entrance to the Chestnut Street parking lot, and about improving traffic flow at the 5-way intersection at May Street.

Mr. Handel thanked BETA Associates and Mr. Jacob for their work on the project. He commented on the realignment of Dedham Avenue, emphasizing any changes cannot negatively impact the First Parish Church.

Mr. Matthews commented on snow removal and asked if the technology has improved to prevent potential unevenness of pavers.

Ms. Cooley commented on the intersection of Oak Street and Chestnut Street, and asked if the Beth Israel Hospital has been consulted.

Mr. Matthews asked about the next steps for the project.

Ms. Fitzpatrick said before a final design is implemented, a public hearing will be held to receive input from business owners and residents.

8:15 p.m. Request for Ballot Question - Needham Public Schools:
Joe Barnes, Chairman, School Committee appeared before the Board to outline the School Committee's proposed supplemental budget request and asked the Board to place an override question on the ballot for the 2014 Annual Town Election.

Mr. Matthews said the request is not something entered into lightly, but asking for an override can be part of the budget process and is an opportunity for citizens to make a decision to either limit taxes or invest in extra expenditures. He said it is up to the Board of Selectmen to decide whether or not to put the question on the ballot.

Motion by Mr. Bulian that the Board vote to place the following question on the ballot for the 2014 Annual Town Election:

"Shall the Town of Needham be allowed to assess an additional \$1,584,410 in real estate and personal property taxes for the purposes of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?"

Second: Ms. Cooley. Unanimously approved 5-0.

Mr. Borrelli asked about length of the school day. He said he has heard from many constituents over the last month, who are concerned about ten additional minutes to the school day. He said it is a difficult request to support in light of the two overrides the Town faces in order to refurbish the Hillside and Mitchell schools. Mr. Borrelli said he intends to vote for the question to be placed on the ballot, as the final decision is up to the taxpayers.

Mr. Handel said he supports putting the question on the ballot.

8:25 p.m. Director of Public Works - Snow and Ice Program Update:

Rick Merson, Director of Public Works appeared before the Board to report on the snow and ice program. Mr. Merson said the Town experienced twenty snow and/or ice events this winter, with approximately seventy-two inches of snowfall to date. He said the Town has spent approximately \$1,000,000, and that it has been a grueling year. He said Needham's new salt shed has come in handy this year, but it has been difficult keeping it filled, as other towns are also experiencing a need for salt and sand. He said the Town has used approximately 5,000 tons of salt this year, and noted the extended cold temperatures.

The Board thanked Mr. Merson for his report.

8:35 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 6 items to discuss:

1. RTS Rate Update

Dave Davison, ATM/Director of Finance and Evelyn Poness, Treasurer/Collector appeared before the Board with an RTS rate update. Mr. Davison said last year the Board approved changes to the rate structure for the Recycling and Transfer Station. He said when the Board approved the rates its vote also included changes for FY2014. He commented the Town does not need to change any of the RTS rates from that which were proposed and adopted by the Board last year. He said the phase out of the discount for stickers purchased by senior citizens continues until next year. He commented the Board supported a recommendation by the Town Manager to eliminate the sticker fee effective in FY2015.

Mr. Matthews clarified the proposal is to continue the rate structure for FY2014, with the Town making an appropriation for FY2015 for operation of the RTS, if approved by Town Meeting.

The Board thanked Mr. Davison for the update.

2. Accept and Refer Zoning Amendments

Ms. Fitzpatrick commented the Planning Board voted to place three additional articles on the warrant for the 2014 Annual Town Meeting: 1. Amend Zoning By-law - Site Plan Review; 2. Amend Zoning By-law - Off-Street Parking Requirements; and 3. Amend Zoning By-law Indoor Athletic Facilities in an Industrial and Industrial-1 District. Under state law, the Board has 14 days to accept the proposed amendments and refer the amendments back to the Planning board for its review, hearing and report. It is noted the Board's action in this matter is not discretionary.

Motion by Mr. Borrelli that the Board vote to accept the proposed zoning amendments and to refer the proposed amendments to the Planning Board for review, public hearing, and report.

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

3. Sale of All Alcoholic Beverages in Restaurants with Fewer than 100 Seats

Mr. Matthews explained a Home Rule petition approved at the November 4, 2013 Special Town Meeting allowing the Board to grant licenses for the sale of all alcoholic beverages in restaurants with fewer than 100 seats was approved by the Legislature and signed by the Governor on February 20, 2014. He noted a vote of the Board is required to place the question on the Annual Town Election ballot.

Motion by Mr. Bulian that the Board vote to place the following question on the ballot for the 2014 Annual Town Election:

“Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?”

Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons.”

Second: Ms. Cooley. Unanimously approved 5-0.

8:45 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. **Council of Economic Advisors Peter Atallah (term expires 6/30/2015)**

CONSENT AGENDA

1. **Approve a Special One Day All Alcoholic Beverages License for Mary Celeste Brown of Parent Talk, Inc. to hold its Go Green St. Patrick’s Day Fundraiser on March 15, 2014 from 6:00 p.m. to 11:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue.**
2. **Accept a \$100 donation made to Needham Youth Services from David and Deborah Marcus of Needham. They would like the monies to be used to sponsor Needham Youth Services QPR Suicide Prevention Training.**
3. **Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period February 15, 2014 to March 17, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.**
4. **Rescind Calcium Carbonate Damage Mitigation Policy- BOS-DPWRTS-002.**

5. Approve a Special One Day Wines & Malt Beverages License for Wendy Gutterson of Temple Beth Shalom, to hold its Purim Shpiel event on Saturday, March 15, 2014 from 6:00 p.m. to 11:00 p.m. The event will be held at the Temple Beth Shalom, 670 Highland Avenue, Needham.
6. Accept the following donations made to the Needham Off Leash Dog Area account: \$25 from Janet Kahane; \$20 from Ernest Waterman & Elizabeth Parfenuk; \$50 from Jennifer Bello; \$50 from Kimberly Notkin; \$250 from Monica Graham; \$25 from Lynne Franceschi; \$25 from Jennifer Flagel; \$100 from Barry Freid; and \$35 from Lisa Kliman.
7. Accept the following donation made to New Years Needham: \$100 from Vinodivino.
8. Approve an application for a 2014 Public Entertainment on Sunday to Chalermopol Intha, of Zucchini Gold LLC d/b/a The Rice Barn located at 1037 Great Plain Avenue, Needham.
9. Approve an application for a 2014 Common Victualler License to Stacy Madison, of Stacy's Juice Bar, LLC d/b/a Stacy's Juice Bar located at 1257 Highland Avenue, Needham.
10. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Thursday, July 3, 2014 (rain date of July 4, 2014) and activities on Friday, July 4, 2014. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
11. Water and Sewer Abatement Order #1175
12. Sign a clean Form 43 for Mandarin Cuisine, Transfer of Ownership. The ABCC originally denied the application as they required additional information for the applicant. The issue has been resolved so they would like to resubmit the Form 43 for reconsideration.
13. Sign the Warrant for the Annual Town Election Warrant scheduled for April 8, 2014.

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

4. Approve 9/11 Memorial

Ms. Fitzpatrick reminded the Board the petitioners appeared before the Board on February 11, 2014 to seek approval for the placement of a memorial dedicated to the response of Fire and Police personnel on September 11, 2001 on the grounds of the Police and Fire Station at School and Chestnut Streets.

Motion by Mr. Borrelli that the Board vote to approve the placement of a memorial dedicated to the response of Fire and Police personnel on September 11, 2001 on Town Property at the corner of School Street and Chestnut Street, subject to final approval of design and content.

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

5. Proposed Sign By-law Revision - Electronic Billboards

Ms. Fitzpatrick noted that on behalf of his client Logan Communications, Attorney Roy Cramer presented a proposal for amending the Town's Sign By-law to allow for electronic billboards in Needham along the Interstate Highway. Town Counsel is in the process of reviewing the proposal.

Mr. Matthews requested the Board vote to place the proposed revision of the Sign By-law on the warrant for the 2014 Annual Town Meeting.

Motion by Mr. Bulian that the Board vote to include the proposed revision of the Sign By-law to allow for electronic billboards in the warrant for the 2014 Annual Town Meeting.

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

Mr. Borrelli commented this is a new idea that must be evaluated and that the Town should not rush to put it on the warrant.

6. Close Annual Town Meeting Warrant

Ms. Fitzpatrick recommended that the Board vote to close the warrant for the May 2014 Annual Town Meeting.

Motion by Mr. Bulian that the Board vote to close the warrant for the 2014 Annual Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

Ms. Fitzpatrick asked the Board to let her know if there are any articles which they would like more information so that a presentation may be scheduled.

8:50 p.m. Board Discussion:

1. Committee Reports

No Reports were made.

8:55 p.m. Executive Session - Exception 3 (potential litigation):

Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Not to return to open session prior to adjournment.

Second: Mr. Bulian. Mr. Matthews polled the Board. Unanimously approved 5-0.

A list of all documents used at this Board of Selectmen meeting are available at:

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

Note: The meeting adjourned at 9:50 p.m.