

BOARD OF SELECTMEN

August 19, 2014

Needham Town Hall

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	Certificate of Recognition – Steve Hauschka Barbara & Peter Hauschka
2.	7:00	Certificate of Appreciation – Lisa Standley
3.	7:00	Public Hearing – Extension of Liquor Retail Sales Hours on Sundays and holidays
4.	7:00	Public Hearing – Removal of one Public Shade Tree at 50 Powers Street
4.	7:30	Director of Public Works Sign Notice of Parking Regulation – Chestnut Street
5.	7:35	Town Manager - Accept and Refer Zoning Amendments - Accept Access Easement / Greendale Village LLC - School Use Regulation - Visitor Parking Pass Program - Chapel Street Parking Lot Dumpster Consolidation Proposal - Budget Consultation Pro Forma
6.	8:00	Board Discussion - FY2015-2016 Goals - Committee Reports
7.	8:15	Executive Session Exception 6 – Interest in Real Property and Exception 3 – Collective Bargaining or Litigation

APPOINTMENTS

There are no appointments for this meeting.

CONSENT AGENDA *=Backup attached

1.*	Approve July 25, 2014 meeting minutes. Approve Executive Session minutes from July 29, 2014.
2.	Accept donation of a piano to be used in the “Pianos in the Park” concept. This piano, donated by Steve and Karen Waller of the Center Café, is valued at \$800 and is slated to be placed in the pedestrian walkway near Needham Bank. The Waller's have also donated moving and storage of the piano during the off seasons and in the daily covering and uncovering of piano.

3.*	Approve a Special One Day Wines & Malt Beverages License for Johannah Crawford of Web of Benefit to hold its 10 th anniversary event on Thursday, November 6, 2014 from 6:00 p.m. to 10:00 p.m. at the Center at the Heights, 300 Hillside Avenue, Needham.				
4.	Accept a donation in the amount of \$150 made to the Student Awareness of Fire Education program from Jennifer and Hans Mykytyn in memory of their son, Jonathan Train.				
5.	Accept a \$25 donation made to the Needham Health Department's Traveling Meals Program from Stanley & Carol Richmond, Needham residents.				
6.*	Approve a Special One Day Wines & Malt Beverages License for Dave Volante of Volante Farms to host a Flower Bouquet Workshop on Thursday, August 28, 2014 from 6:00 p.m. to 8:00 p.m. at Volante Farms, 292 Forest Street, Needham.				
7.	Accept a \$187.50 donation made to Needham Youth Services from Candace W. Chase of the Anime Club at Needham High School. The monies will be used to sponsor Needham Youth Services Counseling Services.				
8.*	Approve a Special One Day Wines and Malt Beverages License for Kristin Mockus, of Needham Pool & Racquet Club to hold its "End of Summer Cocktail Party" event on Thursday, August 28, 2014 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham.				
9.*	Approve 2014 Mobile Food Truck license for Renula's Greek Kitchen. All required forms have been completed and are on file.				
10.*	Water & Sewer Abatement Order 1184				
11.*	Approve request for bicycles in the Ride 2 Recovery event to pass through Needham on September 7, 2014 on Great Plain Avenue and Chestnut Street around 9:30 am. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park & Recreation.				
12.	Approve special banner hanging request from Paul Good, Needham Community Revitalization Trust Fund, for the one time hanging of a Beth Israel Deaconess banner in celebration of the grand opening of the new Cancer Center occurring on September 5, 2014.				
13.*	Ratify a request from Gary Briere of Boston Bikes Program to ride a portion of its Boston Women's Bike Ride and Festival bike event through Needham on August 16, 2014. The event will come through Needham at 9:30 am and the latest time they will be in Needham is 2:00 pm. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park & Recreation.				
14.	Accept a \$500 donation made to the Needham Council on Aging from Ruth E. Burroughs in accordance with wishes expressed in her Trust. Monies will be deposited into the Council on Aging Revolving Donation account and utilized in fulfillment of her generous gift.				
15.*	Approve a request from Seema Meloni of the Hillside Elementary School PTC to hold a 5K run/walk on October 26, 2014 from 7:00 a.m. to 10:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park & Recreation.				
16.	Grant permission for the following residents to hold a Block Party:				
Name		Address	Party Location	Party Date	Party Rain date
Julie Blake		763 Great Plain Avenue	Powers St & Woodlawn	9/7/2014	9/21/2014
					3-6pm

Eric Kaplan	33 Elmwood Rd	Elmwood between Fuller Road and Lancaster Rd	9/13/2014	9/14/2014	4-9pm 12-5pm
Jennifer Adler	85 Mayflower Road	Mayflower Rd	9/13/2014	9/14/2014	4-8pm
Ann Klein	23 Virginia Road	Virginia Road	9/6/2014	9/7/2014	3-8pm 12-4pm
Susan Pouliot	54 Eaton Road	Eaton Road	9/20/2014	9/21/2014	3-10pm 3-8pm
Liz Lawlor	76 Howland St	Pleasant St	9/7/2014		4-7pm
Dale McCarthy	72 Stevens Road	Stevens Road	9/7/2014	9/14/2014	4-6:30pm
Shayna Carr	26 Bennington Street	Bennington St	9/27/2014	9/28/2014	4-12am 4-9pm
Lisa Madkins	15 Bobsled Drive	At the bottom of Bobsled Drive	9/20/2014	9/27/2014	2-7 pm

Certificate Of Recognition

From The
Town of Needham, Massachusetts
Board of Selectmen

Awarded to:

STEVEN HAUSCHKA

In recognition of being a member of the Seattle Seahawks team who won Super Bowl XLVIII on February 2, 2014.

The competitive spirit, determination, and athletic skills you displayed all season allowed you and your teammates to win the championship.

Thank you for providing an opportunity for your hometown to witness your achievement and to give Needhamites another reason to be proud of their community.

Congratulations!

Signed this 19th day of August 2014



John A. Bulian, Chairman

Maurice P. Handel, Vice Chairman

Matthew D. Borrelli, Clerk

Marianne Cooley

Daniel P. Matthews

Certificate Of
Appreciation

From The
Town of Needham, Massachusetts
Board of Selectmen

Awarded to:

LISA STANDLEY

In recognition of 21 years of distinguished service to
the Town of Needham
& the Conservation Commission.
June 1, 1993 – June 30, 2014
Congratulations!

Signed this 19th day of August, 2014

John A. Bulian, Chairman

Maurice P. Handel, Vice Chairman

Matthew D. Borrelli, Clerk

Marianne B. Cooley

Daniel P. Matthews



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

MEETING DATE: 8/19/2014

Agenda Item	Public Hearing on the Extension of Liquor Retail Sales Hours on Sundays and Holidays
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen will hold a public hearing regarding the possibility of extending the hours for the retail sale of alcohol on Sundays and Holidays. The Board will invite public comment and is scheduled to vote on the proposal on September 10, 2014.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Public Hearing Notice b. Memo to Kate Fitzpatrick from Sandy Cincotta regarding Sunday/Holiday Hours in Surrounding communities			



Office of the
TOWN MANAGER

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

**Public Hearing on the
Extension of Liquor Retail Sales Hours on Sundays and Holidays**

The Board of Selectmen will hold a public hearing regarding the extension of liquor retail sales hours on Sundays and holidays. Section 9.2.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages states that holders of a Section 15 package store license open from no earlier than 12:00 noon to no later than 5:00 p.m. on Sundays and legal holidays recognized by the Commonwealth of Massachusetts.

The hearing will be held on Tuesday, August 19, 2014 at 7:00 pm at the Needham Town Hall, 1471 Highland Avenue, Needham.

The Town of Needham Regulations for the Sale of Alcoholic Beverages can be viewed on the Town's website at: <http://www.needhamma.gov/liquorregs>.

The Board of Selectmen invites all residents and interested parties to attend and provide input the proposed extension of liquor retail sales hours on Sundays and holidays. Written comments may also be submitted to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or by email to selectmen@needhamma.gov.

Needham Times
Hometown Weekly
August 14, 2014



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

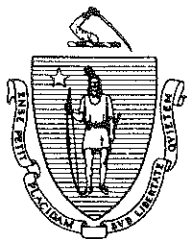
TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

MEMORANDUM

To: Kate Fitzpatrick
From: Sandy Cincotta *Sandy*
Date: August 12, 2014
Subj: Sunday/Holiday Retail Alcohol Hours Survey

I contacted the LLA's/representatives of the following communities to confirm the hours which they allow their retail alcohol establishments to operate on Sundays and/or Holidays. The hours listed below are the same for Sunday operation or on Holidays. Most communities follow the guidelines issued by the ABCC (attached) for holiday operations.

Community	Sunday/Holiday Hours
Natick	Noon - 8:00 pm
Newton	Noon - 11:00 pm
Dedham	Noon - 11:00 pm
Brookline	Noon - 8:00 pm (although most close earlier)
Westwood	Noon - 11:00 pm
Belmont	Noon - 11:00 pm
Norwood	Noon - 11:00 pm (although most close earlier)
Needham	Noon - 5:00 pm



Steve Grossman
*Treasurer and Receiver
General*

*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone: (617) 727-3040
Fax: (617) 727-1258*

Kim S. Gainsboro
Chairman

CALENDAR YEAR 2014 LEGAL HOLIDAYS AND DATES OF OBSERVANCE

1. ALL LICENSEES **MAY** sell or deliver alcoholic beverages on the following holidays:

New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20
Presidents' Day	Monday, February 17
Evacuation Day	Monday, March 17
Patriots' Day	Monday, April 21
Bunker Hill Day	Tuesday, June 17
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Columbus Day	Monday, October 13
Veterans' Day	Tuesday, November 11

OFF-PREMISES LICENSEES **MAY** remain open until 11:30 p.m. the day **BEFORE** all holidays.

2. OFF-PREMISES (M.G.L. c. 138, §15) LICENSEES **MAY NOT** sell or deliver alcoholic beverages on the following holidays:

Memorial Day	Monday, May 26
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

3. ON-PREMISES LICENSEES* **MAY NOT** sell alcoholic beverages until 12:00 noon on the following holidays:

Memorial Day	Monday, May 26
Christmas Day	Thursday, December 25

*Except as allowed by §33B

4. MANUFACTURERS and WHOLESALERS **MAY NOT** sell or deliver alcoholic beverages on the following holidays:

Memorial Day	Monday, May 26
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

5. REGISTERED PHARMACISTS **MAY NOT** sell alcoholic beverages (or alcohol) during any Legal Holidays **except** upon the prescription of a registered physician.



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

MEETING DATE: 8/19/2014

Agenda Item	Sign Notice of Traffic Regulation #66 - #70 Chestnut Street Municipal Parking Lot
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town of Needham is asking that the following parking space designations be instituted in the #66 - #70 Chestnut Street Municipal Parking Lot : twenty-seven spaces be designated Permit Parking Monday through Friday, 8 AM to 2 PM.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	__ NO
	<u><i>Suggested Motion:</i></u> <i>"That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-08-19 for the #66 - #70 Chestnut Street Municipal Parking Lot, Twenty-seven parking spaces as shown on the plan shall be designated Permit Parking, Monday through Friday, 8 AM to 2 PM."</i>		
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	__ NO
	(Describe backup below) 1. <i>Copy of Traffic Regulation P14-08-19</i> 2. <i>Copy of Municipal Parking Lot Layout Plan</i>		

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

#66 – #70 CHESTNUT STREET MUNICIPAL PARKING LOT

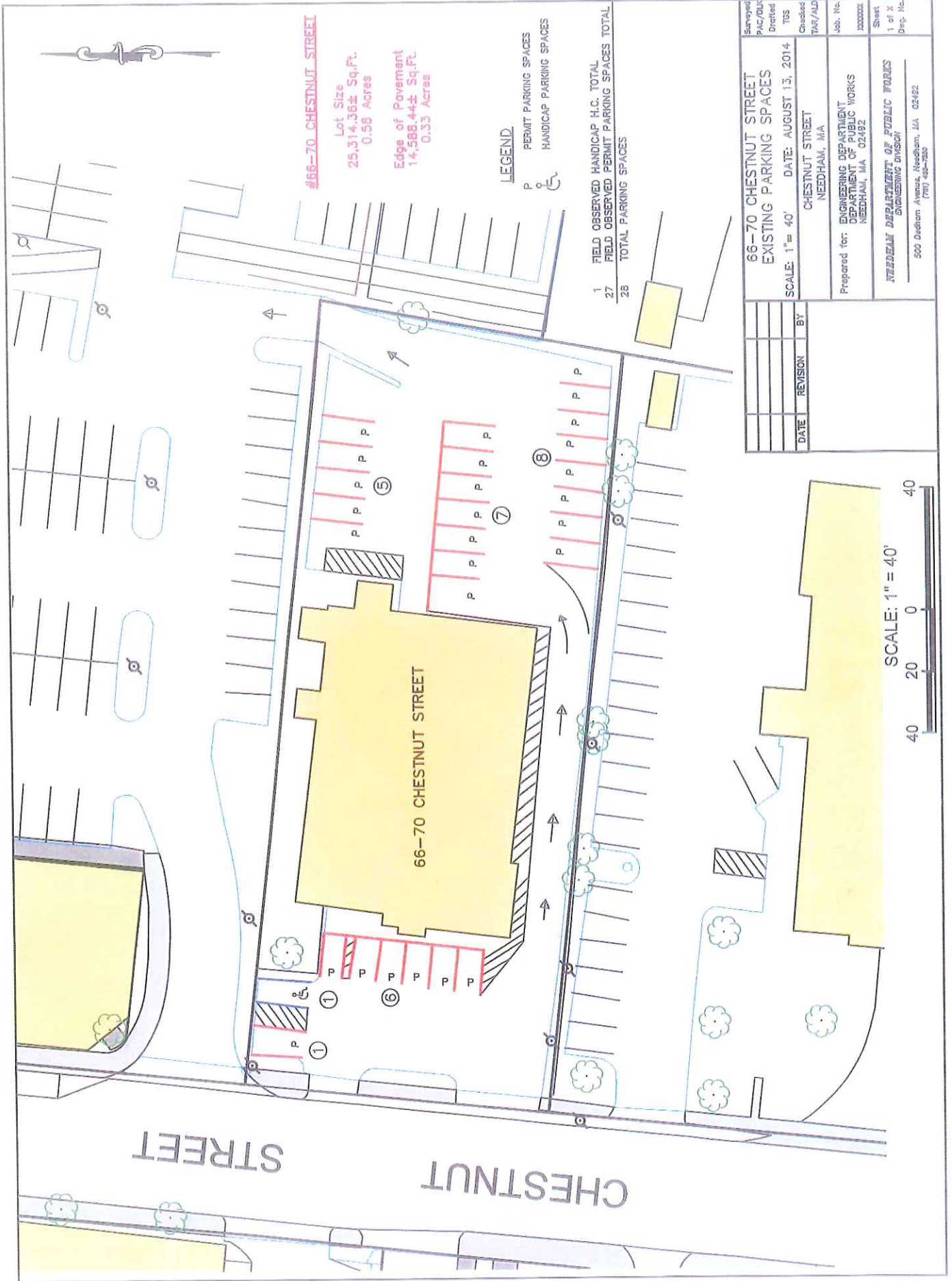
Twenty-seven parking spaces as shown on the attached plan and designated in the lot shall be designated Permit Parking, Monday through Friday, 8 AM to 2 PM.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, August 19, 2014

BOARD OF SELECTMEN
Permit No. P14-08-19

Date of Passage _____

Attest of Town Clerk _____



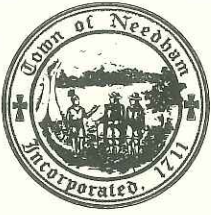


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/19/2014

Agenda Item	Accept and Refer Zoning Amendments
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Planning Board voted to place three articles on the warrant for the October 27, 2014 Special Town meeting: Amend Zoning By-Law – Outdoor Seating, Amend Zoning By-Law – Personal Fitness Establishment in Industrial 1 District, and Amend Zoning By-Law – Flood Plain District. In accordance with State law, the Board has 14 days to accept the proposed amendment and refer the amendment back to the Planning Board for its review, hearing, and report. The Board’s action in this matter is not discretionary.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> 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.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letter from Lee Newman, Director of Planning & Community Development dated August 13, 2014 b. Proposed Warrant articles c. M.G.L. c. 40A Section 5			



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2014 AUG 13 P 1:33

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

August 13, 2014

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Articles for Special Town Meeting

Dear Kate:

The Planning Board at its meeting of August 12, 2014 voted to place the following articles on the warrant for the October 2014 Special Town Meeting: (1) Amend Zoning By-Law – Outdoor Seating; (2) Amend Zoning By-Law – Personal Fitness Establishment in Industrial 1; and (3) Amend Zoning By-Law – Flood Plain District. Accordingly, please find enclosed the above-named articles as approved by the Board for inclusion in the warrant of the 2014 Special Town Meeting.

As you know, the Board of Selectmen will need to accept the articles and to then forward them to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed articles at their next meeting of Tuesday, August 19, 2014, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the articles for Tuesday, September 16, 2014.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

Article : Amend Zoning By-Law – Flood Plain District

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

1. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.1, Prohibited Uses, by deleting the words “(d) Swimming pools”.
2. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by adding a new paragraph (h) after the existing paragraph (g) that states “Swimming pools, together with structures, walkways, mechanical systems accessory thereto, and fences.”
3. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by designating the existing paragraph (h) as paragraph (i).

Or take any other action relative thereto.

Article : Amend Zoning By-Law – Outdoor Seating

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1 Districts, by adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y# in Industrial and Industrial-1.
2. In Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1 (k) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”
3. In Section 3.2.5 Uses in the Highland Commercial-128 District, Subsection 3.2.5.1 (i) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”
4. In Section 3.2.6 Uses in the Mixed Use-128 District, Subsection 3.2.6.1 (n) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

Or take any other action relative thereto.

Article : Amend Zoning By-Law – Personal Fitness Establishment in Industrial 1

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence , Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1 Districts, by changing the table from “N” to “Y” for “Personal fitness service establishment; provided, all required off-street parking is provided on-site for all land uses located on the subject site and in adherence with the requirements of Section 5.1.2, Required Parking, absent any waivers from the provisions of Subsections 5.1.1.5 and 5.1.1.6” under Industrial-1.
2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence , Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1 Districts, by changing the table from “N” to “SP” for “Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2, but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot” under Industrial-1.

Or take any other action relative thereto.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 40A** ZONING**Section 5** Adoption or change of zoning ordinances or by-laws; procedure

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included

with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



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

MEETING DATE: 8/19/2014

Agenda Item	Accept Access Easement / Greendale Village LLC
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
As part of the comprehensive permit process, Greendale Village, LLC agreed to grant the Town an access easement for pedestrian recreational access to and from adjacent recreation land. The easement is located at the back of the property located at 894/906 Greendale Avenue. Greendale Village has cleared a path over the Access Easement area in a manner acceptable to the Town's Director of Parks and Recreation for access to the Town's trail.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve and sign the Grant of Access Easement by Greendale Village LLC to the Town of Needham dated August 13, 2014.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Grant of Access Easement by Greendale Village, LLC b. Access Easement Plan			

GRANT OF ACCESS EASEMENT

Greendale Village, LLC ("Grantor"), a Massachusetts limited liability company, with a business address of c/o SEB, LLC 165 Chestnut Hill Ave #2 Brighton (Boston), Massachusetts, 02135 in consideration of \$1.00, the receipt of which is hereby acknowledged, grants to the Town of Needham, Massachusetts, a municipality with a business address of 1471 Highland Ave. Needham, Massachusetts 02194 (herein the "Town" or "Grantee") with Quitclaim Covenants, a non-exclusive perpetual easement in the area (the "Access Easement Area") shown as "10' Wide Access Easement (140.12 sq. ft +/-) " on a plan entitled " Easement Plan of Land 900 Greendale Avenue Needham, Massachusetts Prepared for Greendale Village, LLC" dated August 5, 2014 by WSP Transportation and Infrastructure (the "Plan") recorded herewith. This grant of easement shall be subject to the following conditions:

1. The purpose of the Easement granted herein is limited and shall be solely for access by the public through the Access Easement Area shown on the Plan for pedestrian recreational access to and from adjacent recreational land now or formerly of the Town of Needham as described in a deed to the Town of Needham recorded with Norfolk County Registry of Deeds in Book 3743 Page 566. The Grantee shall have the right of vehicular access for itself and its contractors for the purpose of fulfilling its maintenance obligations under Paragraph 3.
2. The Grantee acknowledges that the Access Easement granted herein is in satisfaction of Condition #14 of the Comprehensive Permit issued by the Town of Needham Zoning Board of Appeals dated June 4, 2013 recorded with Norfolk County Registry of Deeds in Book 31717 Page 479 and that the Grantor has cleared a path over the Access Easement Area in a manner acceptable to the Town's Director of Parks and Recreation for access to the Town trail.
3. The Grantor assumes no obligations for maintenance or repair of the Access Easement Area, and the Grantee shall be solely responsible for maintenance and any repairs necessary to provide access over the Access Easement Area to and from the adjoining Town land.

The address for the property on which the Easement Area is located is 894 and 906 Greendale Avenue Needham, Norfolk County. For Grantor's title see deeds recorded in the Norfolk County Registry of Deeds in Book 30064 Page 442 and Book 31889 Page 206.

This Easement is given under seal this 13th day of August, 2014.

Greendale Village, LLC

Robert Engler
By:
Its Manager

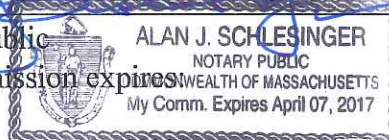
COMMONWEALTH OF MASSACHUSETTS

Middlesex County, ss.

On this 13th day of August 2014, before me, the undersigned notary public, personally appeared Robert Engler, Manager of Greendale Village, LLC, and proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Alan J. Schlesinger
Notary Public

My commission expires



Approved as to legal form and character

Town Counsel

Date

Grant of easement accepted by the Town of Needham as of _____, 2014

Board of Selectmen

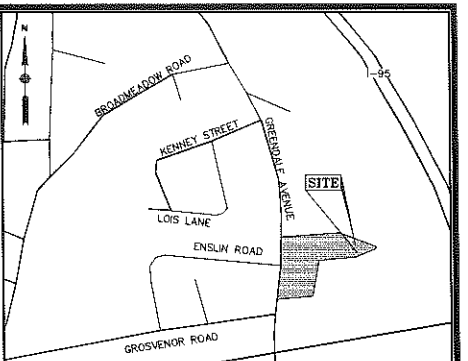
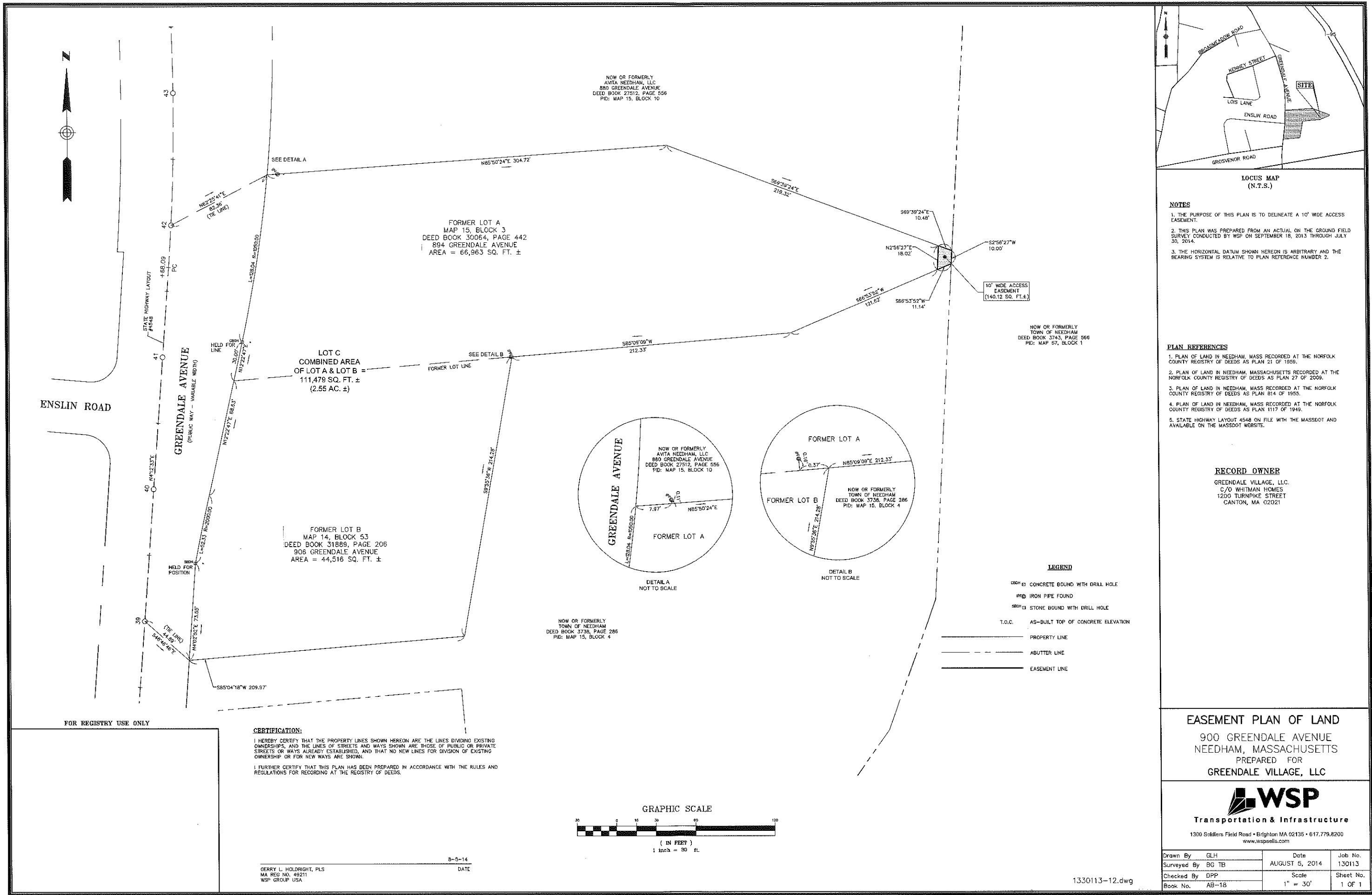
COMMONWEALTH OF MASSACHUSETTS

Norfolk County, ss.

On this _____ day of _____ 2014, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, in such capacity.

Notary Public

My commission expires:



- LOCUS MAP (N.T.S.)**
- NOTES**
1. THE PURPOSE OF THIS PLAN IS TO DELINEATE A 10' WIDE ACCESS EASEMENT.
 2. THIS PLAN WAS PREPARED FROM AN ACTUAL ON THE GROUND FIELD SURVEY CONDUCTED BY WSP ON SEPTEMBER 18, 2013 THROUGH JULY 30, 2014.
 3. THE HORIZONTAL DATUM SHOWN HEREIN IS ARBITRARY AND THE BEARING SYSTEM IS RELATIVE TO PLAN REFERENCE NUMBER 2.

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 2. PLAN OF LAND IN NEEDHAM, MASSACHUSETTS RECORDED AT THE NORFOLK COUNTY REGISTRY OF DEEDS AS PLAN 27 OF 2009.
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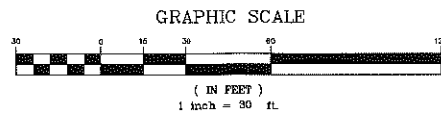
RECORD OWNER
GREENDALE VILLAGE, LLC.
C/O WHITMAN HOMES
1200 TURNPIKE STREET
CANTON, MA 02021

- LEGEND**
- CONCRETE BOUND WITH DRILL HOLE
 - IRON PIPE FOUND
 - STONE BOUND WITH DRILL HOLE
 - T.O.C. AS-BUILT TOP OF CONCRETE ELEVATION
 - PROPERTY LINE
 - ABUTTER LINE
 - EASEMENT LINE

CERTIFICATION:

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

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EASEMENT PLAN OF LAND
900 GREENDALE AVENUE
NEEDHAM, MASSACHUSETTS
PREPARED FOR
GREENDALE VILLAGE, LLC

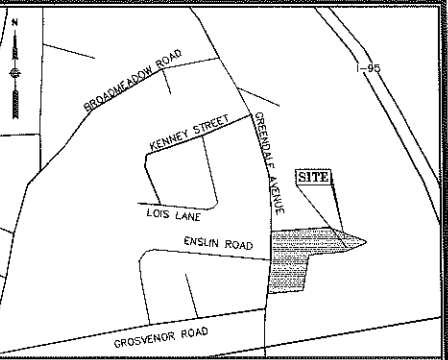
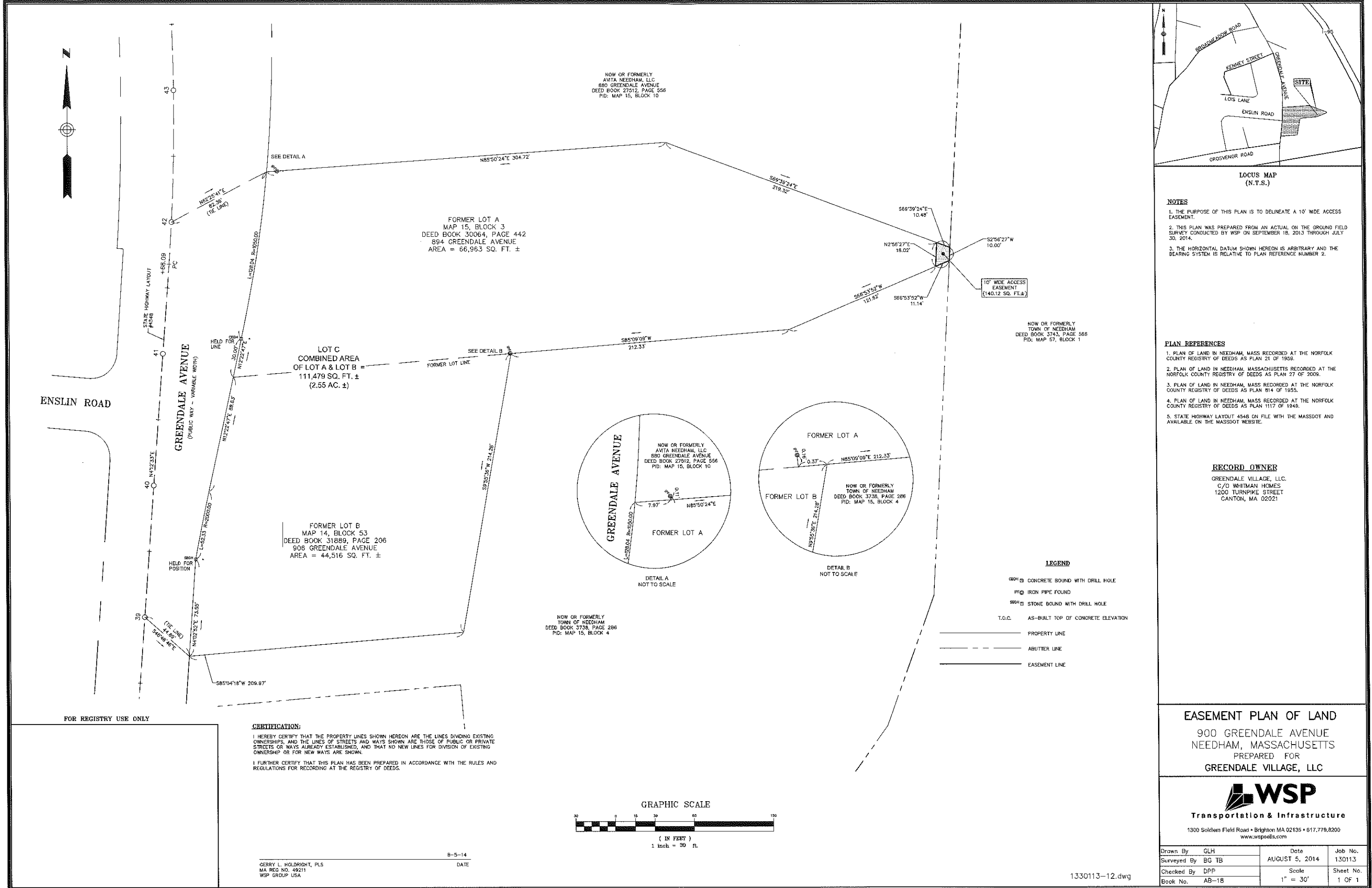
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Drawn By	GLH	Date	AUGUST 5, 2014	Job No.	130113
Surveyed By	BG TB	Scale	1" = 30'	Sheet No.	1 OF 1
Checked By	DPP				
Book No.	AB-18				

1330113-12.dwg

GERRY L. HOLDRIGHT, PLS
MA REG NO. 49211
WSP GROUP USA

DATE 8-5-14



LOCUS MAP
(N.T.S.)

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RECORD OWNER
GREENDALE VILLAGE, LLC.
C/O WHITMAN HOMES
1200 TURNPIKE STREET
CANTON, MA 02021

LEGEND

CONCRETE BOUND WITH DRILL HOLE

IRON PIPE FOUND

STONE BOUND WITH DRILL HOLE

AS-BUILT TOP OF CONCRETE ELEVATION

PROPERTY LINE

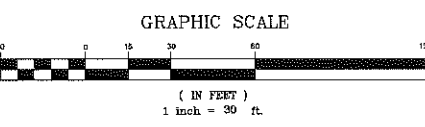
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GREENDALE VILLAGE, LLC



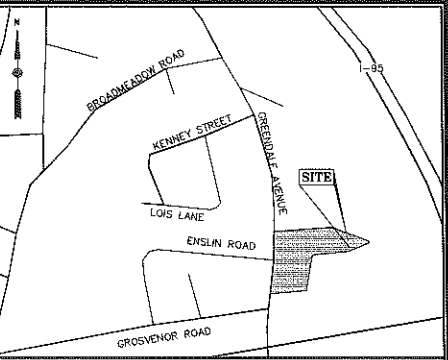
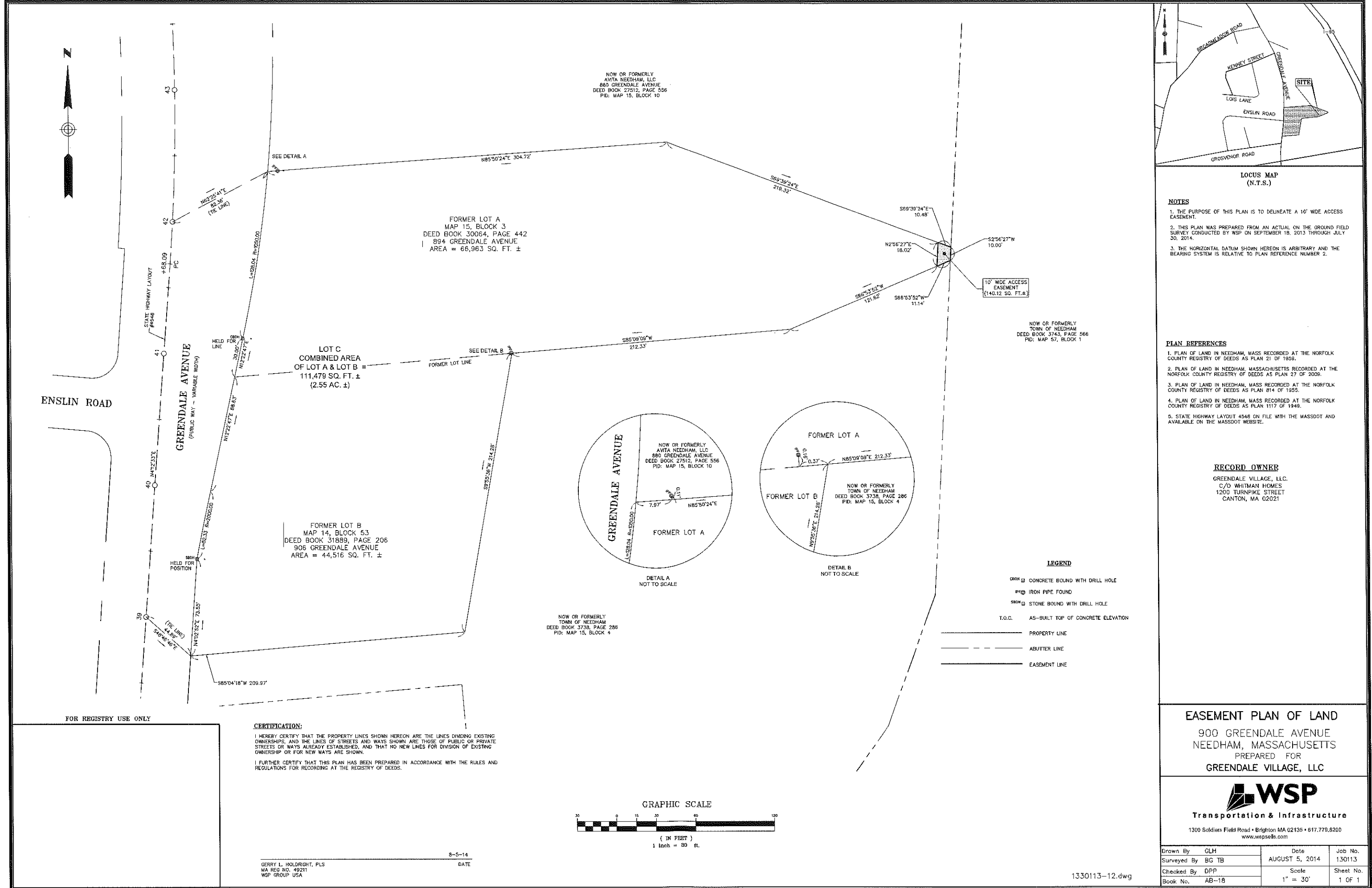
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Drawn By	GLH	Date	130113
Surveyed By	BG TB	AUGUST 5, 2014	130113
Checked By	DPP	Scale	Sheet No.
Book No.	AB-18	1" = 30'	1 OF 1

GERRY L. HOLDRIGHT, PLS
MA REC NO. 49211
WSP GROUP USA

DATE

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RECORD OWNER
GREENDALE VILLAGE, LLC.
C/O WHITMAN HOMES
1200 TURNPIKE STREET
CANTON, MA 02021

LEGEND

CONCRETE BOUND WITH DRILL HOLE

IRON PIPE FOUND

STONE BOUND WITH DRILL HOLE

AS-BUILT TOP OF CONCRETE ELEVATION

PROPERTY LINE

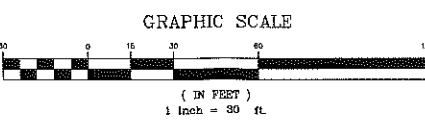
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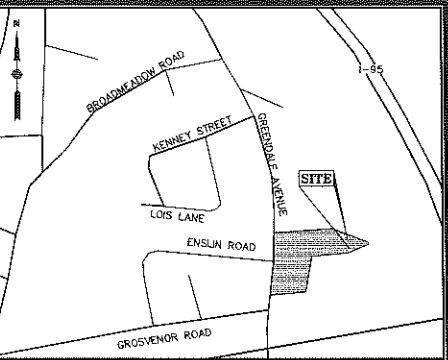
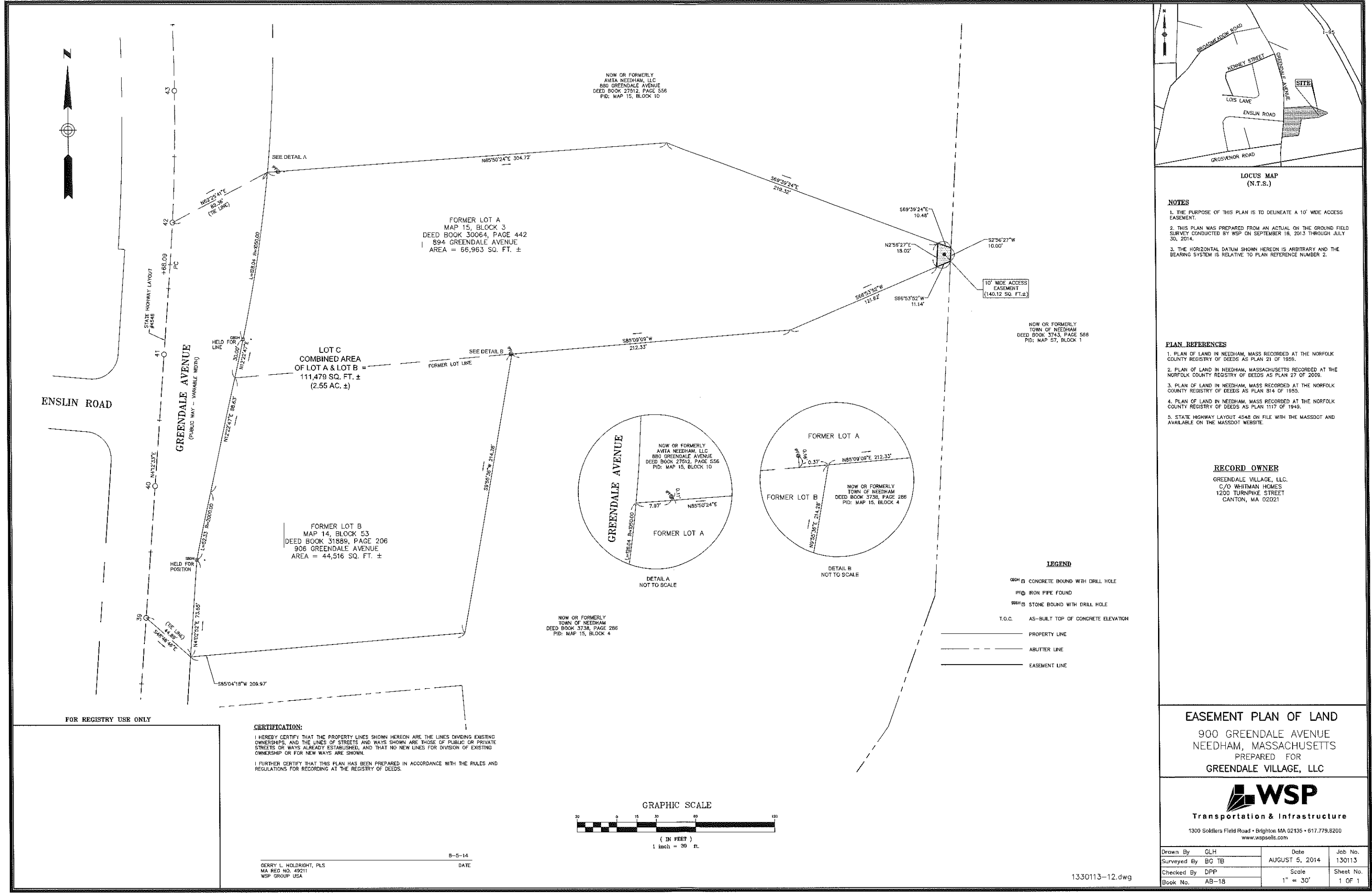
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Transportation & Infrastructure
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RECORD OWNER

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C/O WHITMAN HOMES
1200 TURNPIKE STREET
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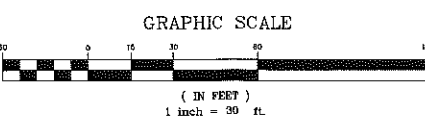
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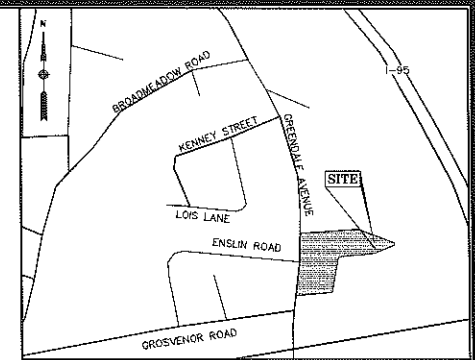
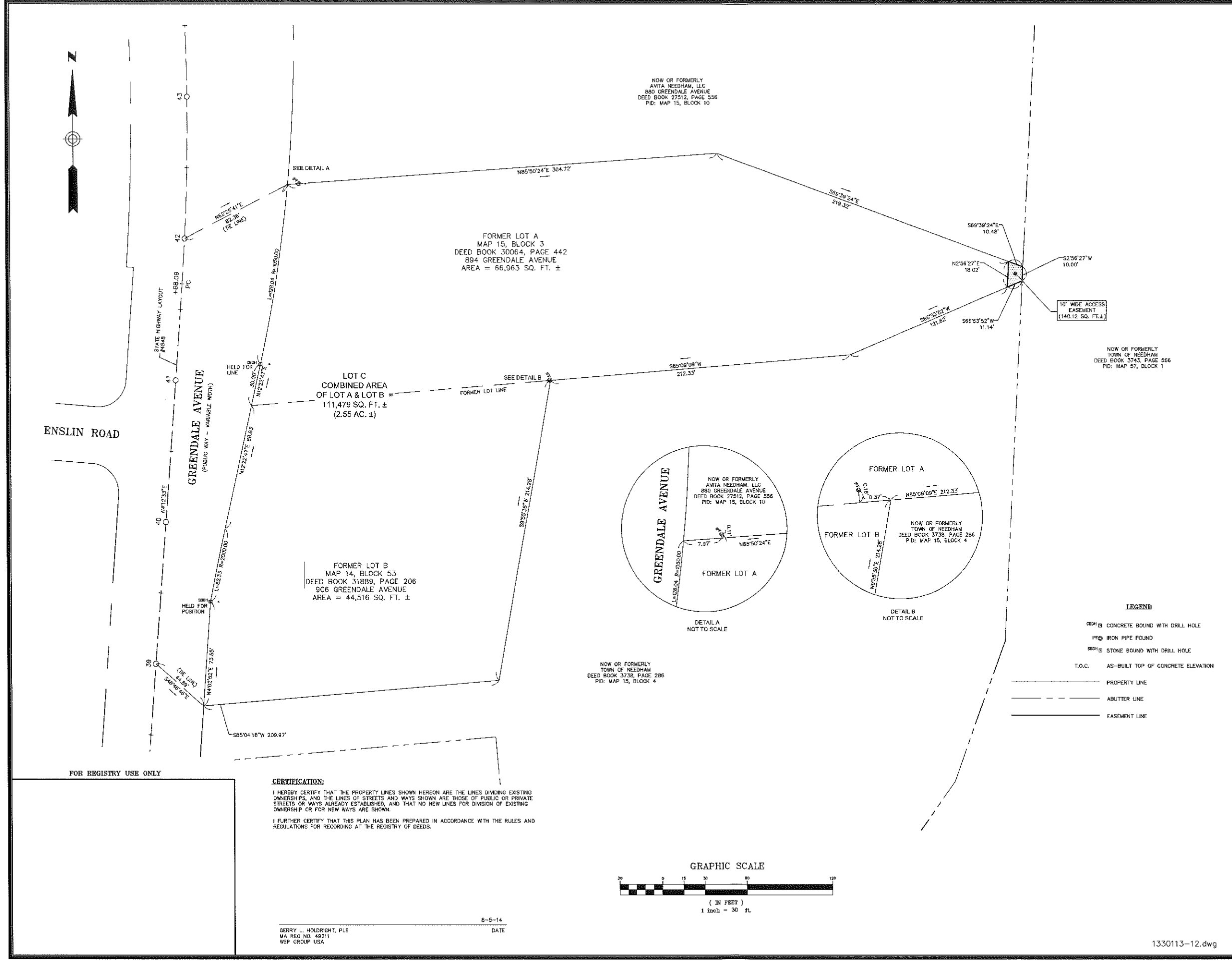
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GERRY L. HOLDRIGHT, PLS
MA REG NO. 49211
WSP GROUP USA

DATE

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C/O WHITMAN HOMES
1200 TURNPIKE STREET
CANTON, MA 02021

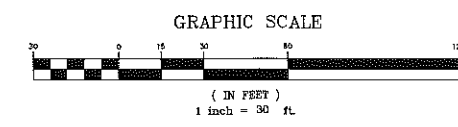
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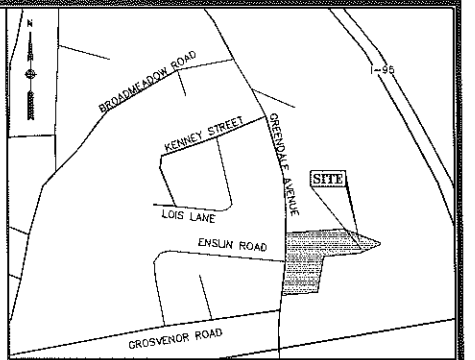
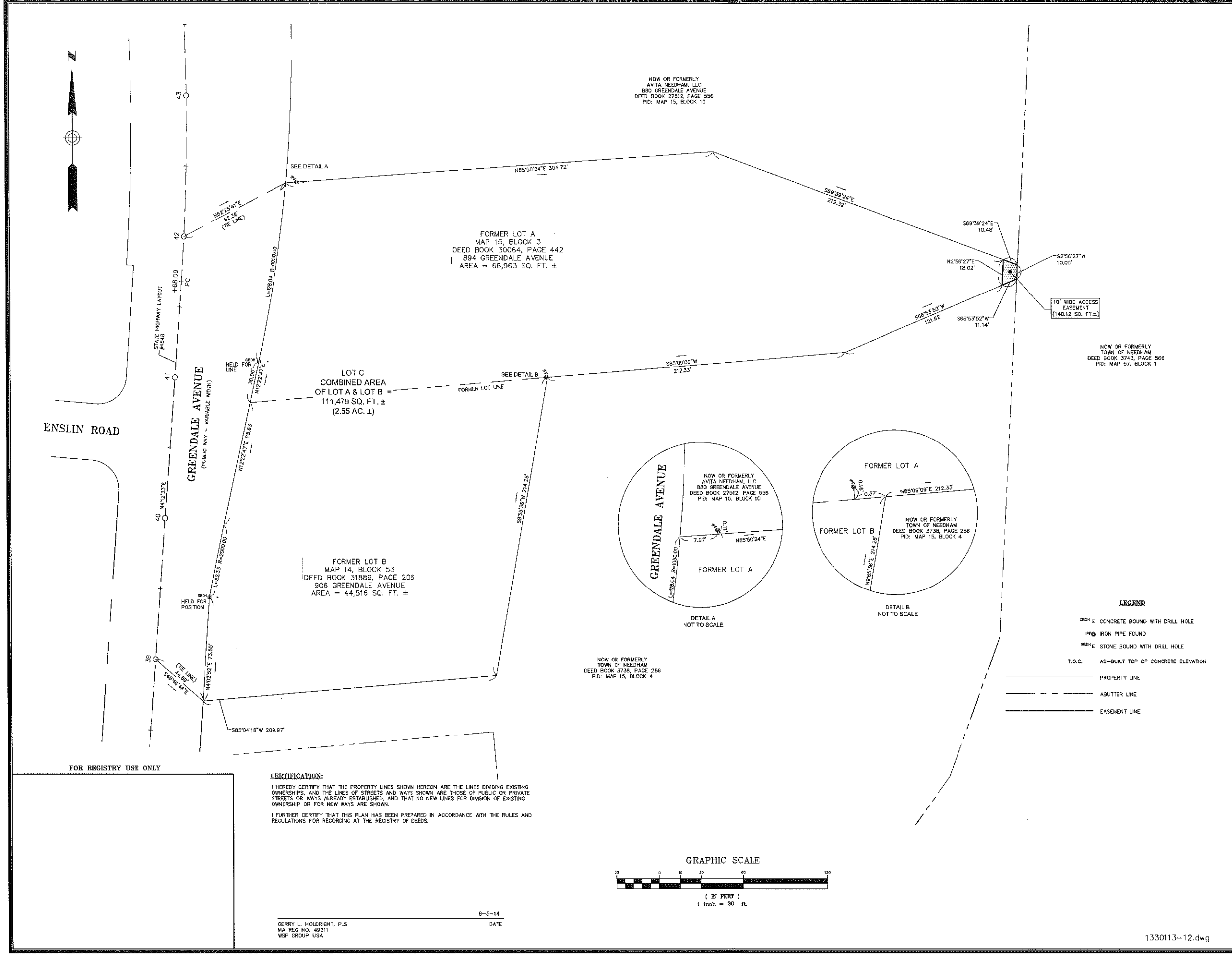
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GERRY L. HOLDRIGHT, PLS
MA REG NO. 48211
WSP GROUP USA
DATE 8-5-14



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LEGEND

CONCRETE BOUND WITH DRILL HOLE

IRON PIPE FOUND

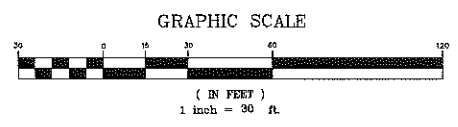
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**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/19/2014

Agenda Item	School Use Regulations
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will outline for the Board a proposed revision to the School Use Regulations and proposed fee schedule.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	<u> </u> NO
Suggested Motion: That the Board of Selectmen vote to adopt the following revision to the Rules and Regulations for Use of School Facilities dated July 1, 2012 and to approve the associated fee of \$25 per day per lot. <u>“M- USE OF PARKING LOTS</u> <i>This section is applicable only to groups seeking to use school building parking lots, without rental of the school building.</i> 1. Upon advance written approval of the Superintendent of Schools, the Public Facilities Department is authorized to permit the use of school parking lots outside of school hours, so long as the use is not in conflict with other scheduled activities at the school. 2. A use fee will be charged to all groups. The use fee is set on a per lot/per day basis as set forth in Appendix D. The use fee is subject to change. 3. Groups permitting a parking lot will not pay for an onsite custodian if the parking lot is the only space being permitted and no services are requested.”			
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	<u> </u> NO
(Describe backup below) a. Rules and Regulations for Use of School Facilities dated July 1, 2012			

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

Effective Date: July 1, 2012

All authorized persons or organizations must comply with the following rules and regulations for use of School buildings in the Town of Needham. The Town reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the School buildings.

A. SCHOOL COMMITTEE POLICIES

1. Commercial Use of School Facilities Under School Committee Policy KGA, it is the policy of the Needham School Committee to refuse to authorize the use of its buildings, property, or facilities for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable organization - IRS Code 501 (c) (3) - carrying out legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by a vote of the School Committee.
2. Public Conduct on School Property Under School Committee Policy KGB, it is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users. No person, while on School property, shall willfully: injure, or threaten to injure, another person; damage the property of another or of the Schools; disrupt the orderly conduct of classes or of any other authorized School program or activity; interfere with the authorized activities of members of the School community (students, staff, committees, parent organizations, or other authorized groups/organizations;) enter upon School property for any unauthorized purpose; possess drugs, alcohol, or other illegal substances/articles; act in such a manner as to jeopardize the safety and/or security of persons or property.
3. Fundraising Activity Under School Committee policy DFC consolidated Policy on Grants, Gifts, and Solicitations, it is the policy of the School Committee that all fundraising activities for the benefit of Needham Public Schools be conducted in a lawful manner. Prior approval of the building Principal, or the Superintendent if more than one School is involved, will be required for any permit for fundraising activity. All proceeds from fundraising activities that benefit Needham Public Schools must follow the "Acceptance of Gifts and Grants" policy, and be accepted through a vote of the School Committee. School officials may prohibit any fundraising that is considered disruptive to the School environment.
4. Use by Religious Organizations School buildings may be leased or permitted to a religious organization for non-religious purposes on the same basis as those available to the general public.

B. AUTHORIZATION

1. The Needham School Committee authorizes the Department of Public Facilities/Operations to process appropriate permit requests for use of School buildings and parking lots, and to collect the designated fees.
2. The Director of Facility Operations will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Facility Operations will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields and other outdoor areas, except parking lots, should be made to the Needham Park and Recreation Department.

C. PERMIT PROCESS

1. Applicant must be at least 21 years of age and a Needham resident or representative of an approved Needham organization.
2. Requests for permits must be submitted through the Town's online request system at <http://needhamma.gov/scheduling> either on paper or via the Town's website at the Public Facilities Department/Operations at least 10 working days in advance of the requested event. The Director of Facility Operations may waive this requirement at his or her discretion in unusual circumstances. Requests may not be made through custodians or other School personnel.
3. Scheduling priority will be given to groups in the following order:
 - 1) Needham Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Clubs, and other School-related clubs and organizations recognized by the Needham School Committee;
 - 2) Needham Park and Recreation Commission and other Town government departments/boards/committees;
 - 3) Needham non-profit organizations;
 - 4) All other groups that comply with Needham School Committee policies.
4. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Department will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.

5. In consultation with School Administration, the Director of Facility Operations will determine locations in buildings that are not available for permits, and time frames not available for permits. This information will be available on the Town's website.
6. Permits will be considered after July 1st for events being held during the School year and after March 31st for events being held during the summer.
7. Groups requesting multiple uses should submit full schedule requests based on the deadlines below:
 - 1) During the School Year:
 - Priority Group # 1 July 1st
 - Priority Group # 2 July 15th
 - Priority Group # 3 July 31st
 - Priority Group # 4 August 15th
 - 2) During the Summer Months
 - Priority Group # 1 February 1st
 - Priority Group # 2 April 15th
 - Priority Group # 3 May 1st
 - Priority Group # 4 May 15th
 - 3) Winter Priority Group # 3 & # 4 requests for Gym space from November – April will not be approved until the Winter Sports Summit Meeting is held in September.
 - 4) A summer use of buildings summit meeting will be held in December for the Priority #1 and Priority #2 users to discuss and coordinate summer building use with each other and Facility Operations staff.
8. Elections (local, state, federal) held in School buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede or “bump” previously scheduled permitted events.
9. Summer requests are rarely granted so that all Schools can be cleaned and repaired for fall use. Buildings may be taken off line to ensure cleanliness, so that routine maintenance can be performed, and to accommodate construction projects that are necessary to maintain the functionality of the buildings. Exceptions are provided for Community Education programs; teacher training, workshops and/or meetings; and Park and Recreation programs. It is expected that organizations that use the buildings over the summer will consolidate programs to allow for maintenance and energy savings. No organization will be permitted to use School facilities within two (2) weeks of the first day of School, with the exception of teacher training and workshops, so that all facilities can be cleaned prior to the start of the School year.
10. All permit requests with an anticipated attendance of over 50 people, or with special circumstances that warrant additional review will be forwarded to the Needham Police Department and Needham Fire Department. In some instances,

the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Additional regulations concerning when a police detail and/or fire detail will be required are listed below.

11. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's acknowledgement of rules and regulations on the permit or submission of permit into the Town's online request system will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility to ensure that all rules are followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by the individual's organization in the future.
12. A written notice of cancellation is due at least 24 hours prior to the scheduled use for weekday events, 48 hours prior to Saturday events, and 72 hours for Sunday or holiday events. Fax notices can be sent to (781) 453-2510 and emails can be sent to Scheduling@NeedhamMa.gov. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
13. Permits may not be shared with other groups, without the written permission of the Director of Facility Operations.
14. A Certificate of Liability Insurance must be submitted to the Department of Public Facilities prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability.
15. Permits are facilitated through the Town's online request system. Copies will be emailed to all affected parties and information will be available on the Town's website.
16. Permits for private use, including but not limited to, parties, recitals, and other private uses, will not be authorized.
17. The Town retains the right to cancel permits without notice if all conditions are not met.

D. USE FEE AND ON-DUTY STAFF CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must be assigned for the permit or must provide services beyond opening and closing the facility. A custodian may be required when food will be available at the event, when there are special requirements for set-up and

breakdown, and when the event occurs outside the normal buildings hours. Additional circumstances exist where a custodian may also be required.

2. The on-duty staff and custodial fees are subject to change and are listed in Appendix C.
3. There is a four-hour minimum for custodial services, a minimum of 30 minutes reserved at the conclusion of the event for clean-up services. Time that is required to bring the spaces being occupied and used back to their previous state is billed to the applicant who used those spaces.
4. School and Town programs will not pay for a custodian on site to open and close the building if the event occurs on weekdays or Saturdays. It is expected that departments and School groups will work to concentrate their events in a single location at similar times to reduce the cost of coverage. If an event occurs on a Sunday or holiday, the same fee for a custodian that is charged to non-School or non-Town groups will apply.
5. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was assigned to the event or was required to stay later than the buildings scheduled hours.
6. A use fee, to account for energy, additional maintenance, permitting, and other costs will be charged to all groups, except those sponsored by the Needham Public Schools, including athletics, Community Education, music, drama, parent-teacher organizations, municipal departments, boards, committees; and the League of Women Voters when holding events that provide information for municipal government. There is no automatic exemption provided to organizations that are raising funds for any of the above noted exempted groups. The use fee is set for individual Schools and individual spaces, and can be seen in Appendix D. The use fee is subject to change.
7. A permitted group must pay the use fee for each and every space used for each individual occurrence used in an individual day.

E. SCHOOL USE OF BUILDINGS

1. Outside of School hours, School program use of building space will be scheduled through the Public Facilities Department/Operations to avoid conflicts with other groups, to ensure custodial coverage, and to ensure enforcement of the rules and regulations. "Outside School Hours" shall include the hours before 6:30 am and after 6:00 p.m. on School days, all weekends, all holidays, and all School vacations, including summer vacation.
2. As listed in Section B, priority for use of School buildings is given to School programs. No non-School event will be scheduled before 6:00 p.m. when School

is in session without written approval of that School's Principal. No tours of facilities during School hours, for potential permit holders, will be conducted without the approval of the School's Principal.

3. All requests for use after 6:30 a.m. and prior to 6:00 p.m. will be scheduled by the building Principal. All such requests that extend beyond 6:00 p.m. will be scheduled in collaboration with the Public Facilities Department/Operations in order to avoid conflicts after 6:00 p.m.
4. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other School buildings, as needed. All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations. Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
5. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Public Facilities Department/Operations about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
6. Fundraising events will require the permission of the building Principal, who will ensure that all legal requirements have been met, including but not limited to the School Committee Policy on Grants, Gifts and Solicitations; IRS rules; MIAA regulations; and State law.
7. If a School building is closed due to unforeseen circumstances, e.g. weather, or electrical/heating problems, permits will automatically be cancelled. The Public Facilities Department/Operations will attempt to alert the primary contact via email, if time allows, prior to the scheduled permit time. The cancellation of School events will be determined by the Superintendent of Schools, the cancellation of Town events will be determined by the Town Manager, and the cancellation of all other events will be determined by the Director of Facility Operations.

F. CUSTODIANS

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.

2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left School property.
3. The custodian will only provide access to spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Facility Operations or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Facility Operations or his/her designee, and may not be chosen by the permit holder.

G. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any School location. Use of matches, candles, incense, and pyrotechnics are strictly prohibited. Use of a smoke machine is also prohibited.
2. Each permit with an attendance of 50 or more, or that meets the conditions below, will be forwarded to the Needham Fire Department to insure compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 to determine whether a Firefighter must be hired through the Needham Fire Department. It is the responsibility of the applicant to contact the Town's Fire Department to determine if a Fire Detail is necessary. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement.
4. A Fire Detail may be required for any event that fully utilizes a School kitchen or when stage/theatrical lights are in use.
5. Use of any equipment or material that is judged to potentially jeopardize fire safety will require a permit from the Needham Fire Department. The Fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is needed to provide

alternative stage or theatre lights and sound, an electrical permit is also required. Applications for electrical permits can be obtained at the Building Department.

6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

H. POLICE SAFETY REGULATIONS

1. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
2. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
3. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
4. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any Public School or any premises used for Public School purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a Public School building during non-School hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.
5. In accordance with MGL, Chapter 101, Section 22, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools. No person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including School grounds.

I. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any School building or on any School grounds, in accordance with MGL Chapter 71, Section 37H of the Education Reform Act of 1993 and Article 1 of the Needham Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

J. RAFFLE AND BAZAAR REGULATIONS

1. A request for a permit must be submitted to the Needham Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

K. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. Food and beverages are not permitted in gymnasiums.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Facility Operations or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Facility Operations and/or Director of Physical Education and Health. Permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.

5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress" shoes and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.
7. Permit holders are responsible to ensure that any equipment authorized for use is used appropriately and returned to the appropriate storage area in an orderly manner at the conclusion of the program.

L. USE OF AUDITORIUMS/PERFORMANCE CENTERS

1. Food and beverages are not permitted in Auditoriums or Performance Centers.
2. Permit holders are responsible to pick up performance programs and other handouts at the conclusion of the event
3. The posted occupancy limit may not be exceeded.
4. Electrical permits are required for any change or addition to the current electrical system/units. This includes all stage and theatrical lighting, as well as sound systems. Applications for electrical permits are available at the Needham Building Department.
5. Performance level audio-visual equipment may only be operated by pre-qualified technicians.
- 6... School equipment located in the auditorium, including musical instruments, must not be used without prior approval.
- 7.. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building Principal and Director of Facility Operations. The final determination will be based on other known uses and needs for the space.

M. USE OF PARKING LOTS - Reserved

N. USE OF KITCHENS

1. If the permit request requires the use of a kitchen, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-

up. A fee will be charged in the event a School Food Services staff member must be on duty. The hourly fee is listed in Appendix A.

2. There is a four-hour minimum for Food Service staff on special duty.

O. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Director of Educational Technology/designee must approve the permit. A determination will be made on the availability of the equipment and on the need for an Educational Technology staff member to be present during use. In the event an Educational Technology staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix A.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. There is a four-hour minimum for Educational Technology staff on special duty.

P. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Department of Public Facilities Operations must be completed within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Facility Operations or his/her designee.

APPENDIX A: Regular Custodian Hours at Individual School as of 7/1/2012

Listed hours are WEEKDAY HOURS for SCHOOL YEAR, excluding holidays, weekends and School vacations. During the summer and School vacations all Schools close at 4pm except for the Pollard and the High School which operate on normal hours all year long.

Needham High School	7 AM – 11:30 PM
Pollard Middle School	7 AM – 11:30 PM
High Rock School	7 AM – 9:30 PM
Broadmeadow Elementary School	7 AM – 9:30 PM
Eliot Elementary School	7 AM – 9:30 PM
Hillside Elementary School	7 AM – 9:30 PM
Mitchell Elementary School	7 AM – 9:30 PM
Newman Elementary School	7 AM – 9:30 PM

APPENDIX B: HOLIDAY LIST

Holidays where custodial staff will not be in the building are listed below. If the holiday falls on a Saturday, there will be no Custodian on duty on the Friday, and if the holiday falls on a Sunday, there will be no Custodian on duty on the Monday.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Independence Day
Patriot's Day	Veterans' Day	Christmas Day

APPENDIX C: HOURLY RATES FOR ON-DUTY AND CUSTODIAL STAFF 7/1/2012

Rates Subject to Change

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Custodian	\$38.00	\$50.00
Kitchen Staff	\$20.00	\$25.00
Technology Staff	\$50.00	\$50.00

APPENDIX D: USE FEES

7/1/2012

Gymnasiums USE FEE

Needham High School "A" Gym	\$13/per hour
Needham High School "B" Gym	\$13/per hour
Pollard "Blue" Gym	\$13/per hour
Pollard "Green" Gym	\$13/per hour
Broadmeadow Gym	\$13/per hour
Eliot Gym	\$13/per hour
Hillside Gym	\$11/per hour
Mitchell Gym	\$11/per hour
Newman Gym	\$11/per hour
High Rock Gym	\$11/per hour

Auditoriums/Performance Centers

High School Auditorium	\$100/per use
Broadmeadow Performance Center	\$100/per use
Eliot Performance Center	\$100/per use
Pollard Auditorium	\$100/per use
Newman Auditorium	\$100/per use

**Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

Cafeterias

High School Cafeteria	\$100/per use
Pollard Cafeteria	\$100/per use
High Rock Cafeteria	\$100/per use
Newman Cafeteria	\$100/per use
Broadmeadow Cafeteria	\$100/per use
Eliot Cafeteria	\$100/per use
Hillside Cafeteria	\$100/per use
Mitchell Cafeteria	\$100/per use

Lecture Halls

Pollard Lecture Hall	\$10/per hour
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Media Centers

Broadmeadow Media Center	\$10/per hour
Hillside Media Center	\$10/per hour
Mitchell Media Center	\$10/per hour
Eliot Media Center	\$10/per hour
Newman Media Center	\$10/per hour
Pollard Media Center	\$10/per hour
High Rock Media Center	\$10/per hour
High School Media Center	\$10/per hour

Parking Lot/Farmers' Market - reserved



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

MEETING DATE: 8/19/2014

Agenda Item	Visitor Parking Pass Program
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will outline for the Board a proposal to authorize the issuance of visitor parking passes for certain municipally-sponsored events to be held at Town Hall or at the Police and Fire Station.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board of Selectmen vote to authorize the Town Manager to issue visitor parking passes for certain municipally sponsored events held during regular business hours at the Town Hall or at the Police and Fire Station to be used in the 66-70 Chestnut Street Lot, Chestnut/Lincoln Lot and the Lincoln/School Lot only.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Sample Visitor Parking Pass			

TOWN OF NEEDHAM

VISITOR PARKING PASS



Boston Region MPO Meeting
Thursday, September 4, 2014

PARKING ALLOWED:
66 Chestnut Street Lot
Chestnut / Lincoln Street Lot
Lincoln/School Street Lot

Time Valid: 9:30am – 12:30pm

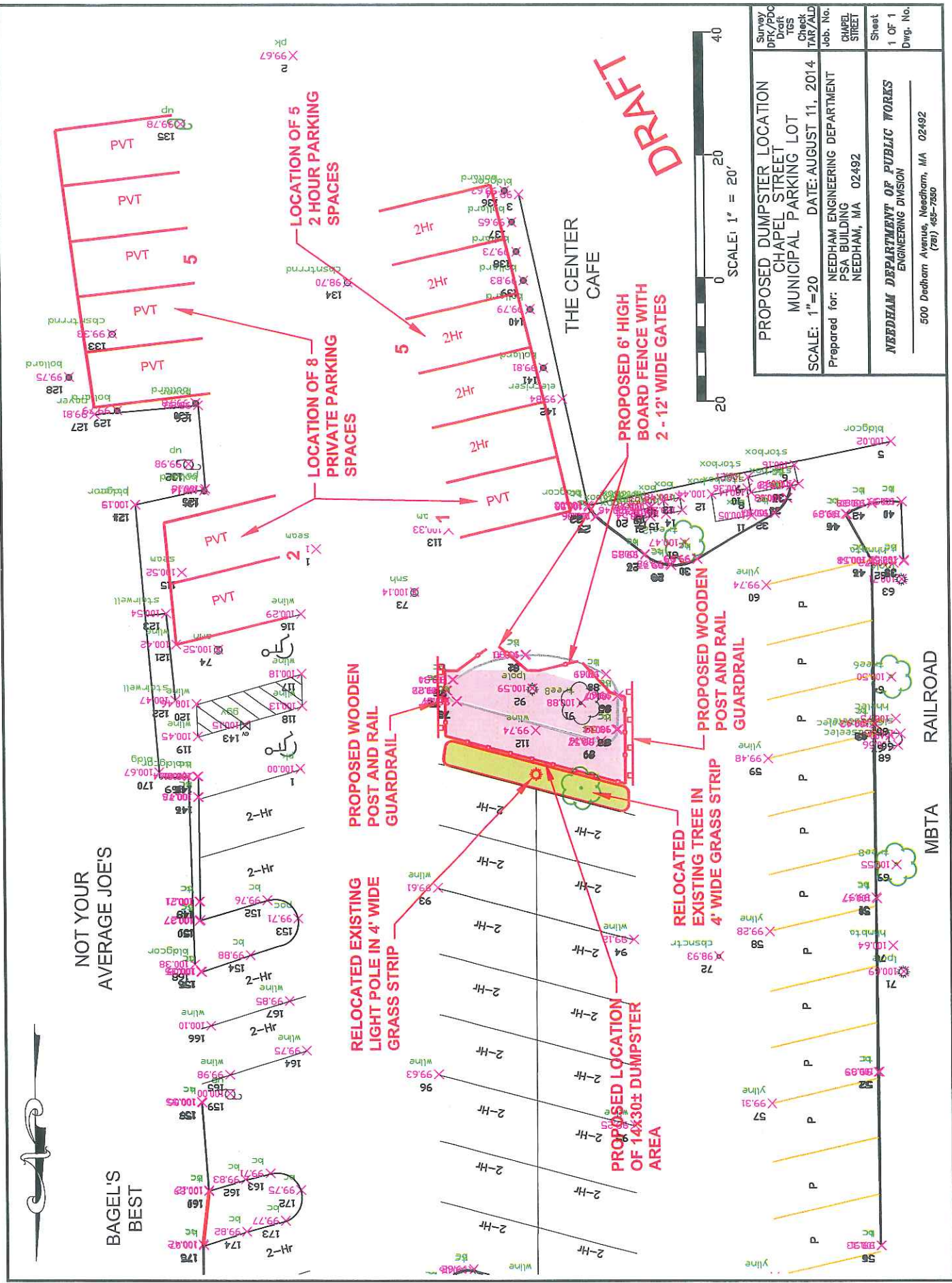


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/19/2014

Agenda Item	Chapel Street Parking Lot Dumpster Consolidation Proposal
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will propose a public/private partnership between the Town and certain private property owners abutting the Chapel Street parking lot to allow for the consolidation of the number of dumpsters and an improvement in the aesthetics in the lot without a net loss in the number of parking spaces available for public parking.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the use of Town property for the location of a consolidated dumpster enclosure in the Chapel Street Parking Lot.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Proposed Dumpster Location Chapel Street Municipal Parking Lot date August 11, 2014			



Survey PRK/PDC Lot TSS	PROPOSED DUMPSTER LOCATION CHAPEL STREET MUNICIPAL PARKING LOT	Job. No. TAR/ALD	Sheet 1 OF 1
SCALE: 1"=20	DATE: AUGUST 11, 2014	Prepared for: NEEDHAM ENGINEERING DEPARTMENT PSA BUILDING NEEDHAM, MA 02492	Dwg. No. NEEDHAM DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION 500 Dedham Avenue, Needham, MA 02492 (781) 469-7550



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

MEETING DATE: 8/19/2014

Agenda Item	Budget Consultation Pro Forma
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	We will provide the Board with our five year, pro forma budget analysis for fiscal years 2016 - 2020.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. Town of Needham General Fund Revenue and Expense Pro Forma FY 2016 – 2020 to be provided at the Board's meeting		



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

MEETING DATE: 8/19/2014

Agenda Item	Adopt FY2015 – FY2016 Goals
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss its goals for FY2015 – FY2016.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: that the Board vote to adopt its goals for FY2015 – FY2016 as shown on the attached document.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. FY2015 – FY2016 Board of Selectmen Proposed Goals			

FY2015-FY2016 Board of Selectmen Goals

Adopted: August 19, 2014

- 1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

Continuing Strategies

- Update the Facility Master Plan.
- Participate in the evaluation of capital facilities and Regional Agreement for Minuteman School.
- Evaluate targeted options for property acquisition.

New Initiatives

- Update Facility Financing Plan.
- Develop a bridge inventory including ownership, status, and projected capital improvement costs.
- Pursue efforts to improve drainage capacity and reduce incidence of flooding in Needham.
- Develop a plan for beautification and improvement at the RTS facility.
- Pursue the placement of utility infrastructure underground in the business districts so long as the undergrounding is part of a long-term plan for the roadway.

- 2. Maintain and improve the vitality and economic success of the Town.**

Continuing Strategies

- Improve the Needham Center streetscape and infrastructure.
- Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.

New Initiatives

- Evaluate the possibility partnering with local businesses to relocate and/or consolidate private dumpsters in municipal lots.
- Explore the feasibility of implementing a permit parking program in Needham Heights.
- Develop a plan for snow removal in the business districts.
- Evaluate Sunday and holiday hours for package stores.

- 3. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.**

4. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- Evaluate the impact of broadening the historical demolition delay By-law.
- Work with the Planning Board on zoning provisions relating to residential construction.
- Preserve the Town's interests in the Needham Mews project.
- Consider the merits of a tree removal by-law.
- Update the Town's Affordable Housing Plan
- Evaluate the status of paper roads in Needham.

New Initiatives

- Develop an inventory of American Flag locations with status and replacement methodology.
- Develop an inventory of memorial signs and plaques and a plan for cleaning and maintenance.
- Coordinate with DCR to encourage access to Cutler Park.
- Establish fishing areas at ponds and on the Charles River.
- Expand the hours of operation of the Senior Center.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.

5. Maintain and enhance the Town's Financial Sustainability

New Initiatives

- Review special stabilization fund targets, specifically the Athletic Facility Fund.
- Work with the Finance Committee and School Committee to review the iPad 1:1 program in accordance with the resolution adopted at the 2014 Town meeting.
- Evaluate the impact of converting the Town's water supply to an all-MWRA model.

6. Evaluate Town Operations and Administration.

Continuing Strategies

- Develop a board and committee handbook.

New Initiatives

- Update and post Board of Selectmen policies.
- Develop a policy to promote the rotation of appointed board chairs.



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

MEETING DATE: 08/19/2014

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			

Minutes
Board of Selectmen Meeting
July 25, 2014

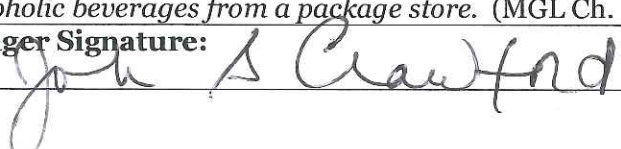
- 12:30 p.m. A special meeting of the Board of Selectmen was convened by Chairman John Bulian at the Needham Town Hall. Present were Mr. Moe Handel, Mr. Matt Borrelli, Ms. Marianne Cooley, Mr. Daniel Matthews, Assistant Town Manager David Davison, and Town Manager Kate Fitzpatrick.
- 12:35 p.m. The Board discussed the fiscal year 2015/2016 goals and objectives including maximizing the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments; maintaining and improving the vitality and economic success of the Town; working toward energy efficient and environmentally sound operations for the Town and its residents and businesses; maintaining and developing amenities that contribute to the desirability of Needham as a place to live and work; and maintaining and enhancing the Town's Financial Sustainability. Discussion topics for new initiatives included: the Facility Financing Plan, a bridge inventory, drainage capacity and flooding, beautification and improvement at the RTS facility, utility infrastructure undergrounding in the business districts, partnering with local businesses to relocate and/or consolidate private dumpsters in municipal lots, permit parking in Needham Heights, snow removal in the business districts, Sunday and holiday hours for package stores, American Flag locations, memorial signs and plaques, access to Cutler Park, fishing areas at ponds and on the Charles River, hours of operation of the Senior Center, the concept of constructing a hockey rink in a public/private partnership, special stabilization fund targets, the iPad 1:1 resolution adopted at Town Meeting, the impact of converting the Town's water supply to an all-MWRA model, Board of Selectmen policies, and promoting the rotation of appointed board chairs.
- 4:20 p.m. **Motion: Mr. Matthews moved that the meeting be adjourned. The motion was seconded by Mr. Borrelli. Unanimous: 5-0.**

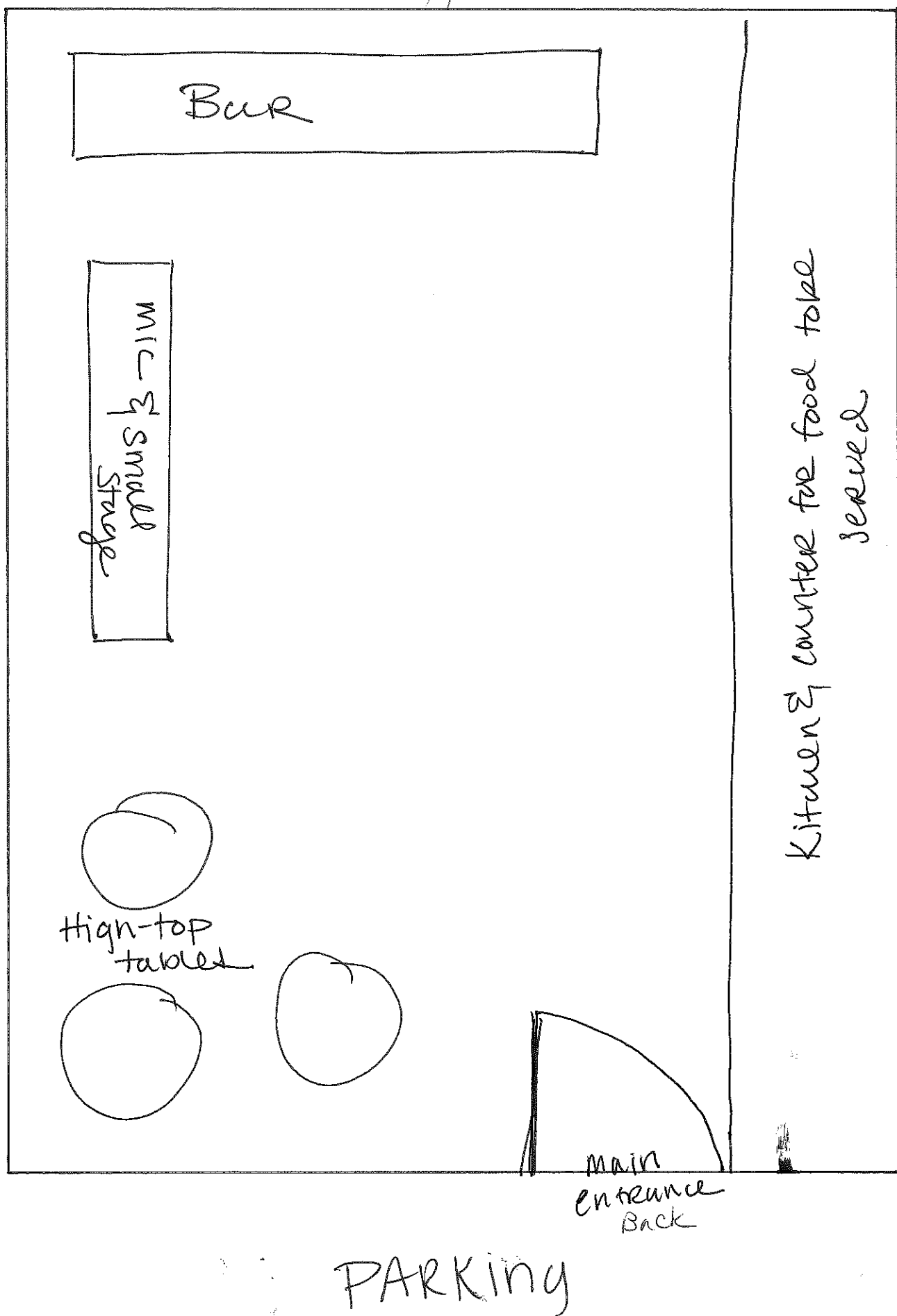
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

(Please complete and attach event flyer or other information.)

2014

Event Manager Name (Name that will appear on license)	Johannan Crawford		
Event Manager Address	1492 Highland ave. Needham, Ma 02492		
Event Manager Phone Number	617-285-1900		
Organization Representing (if applicable)	WEB of BENEFIT		
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: <u>IRS TAX LETTER</u>		
Name of Event	Web of Benefit 10 th an. event		
Date of Event	NOV. 6 th 2014		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00	TO: 10:00
Are tickets being sold in advance for this event?	☒ YES	\$ 0.00/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?	100-125		
Name & address of event location. Please attach proof of permission to use this facility. 300 Hillstall Ave, Needham, 02494			
Who will be serving the alcohol to your guests? Morgan Houk, andreas Lymberopoulos			
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). Morgan Houk Andreas Lymberopoulos			
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. Served beer & wine at no cost to guests from TIPS certified servers.			
☒ 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: 8/5/14



Bar

mic & small
stage

high-top
tables

main
entrance
Back

Kitchen & counter for food to be
served

PARKING



*empowering
women
to rebuild their
dreams*

Every woman has the right to live free of violence. One woman can make a difference. Women working together can change the world. Worthiness is the missing ingredient. Women need emotional and financial support to remember their power. Every woman has the right to live free of violence. One woman can make a difference. Women working together can change the world. Worthiness is the missing ingredient. Women need emotional and financial support to remember their power and to become independent, breaking the inter-generational cycle of domestic violence. "Paying it Forward" philosophy exponentially helps other women and increases individuals' self worth. Every woman has the right to live free of violence. Women working together can change the world. "Paying it Forward" philosophy exponentially helps other women and increases individuals' self worth. This is Web of Benefit's philosophy.

**Donate
Now**

[About Us](#) [What We Do](#) [Our Supporters](#) [Resources](#) [Get Involved](#) [Contact Us](#) [Donate](#)

Web of Benefit's mission is to promote liberation from domestic violence and to ensure the personal and financial independence of survivors, while breaking the inter-generational cycle of abuse. We accomplish this by awarding our unique Self-Sufficiency Grants to fund the first step of their plans, with the requirement that each recipient "pay it forward" to three other survivors.

Web of Benefit, Inc. has awarded more than 1,650 grants to survivors of domestic violence to fund critical needs such as housing stabilization, education, computers, child care, transportation, health care and micro-financing small businesses. These grants are specifically designed to empower each woman to define and realize her own individual goals and rebuild her dreams. Web of Benefit's grants are only available in the Boston and Chicago area.

Our Record of Success*

The data from our most recent surveys completed one year after the grant was received, show extraordinary outcomes.

- 46% increased their educational levels
- 53% decreased the number of agencies giving them financial support
- 66% of clients surveyed are in permanent housing
- 85% said they are closer to realizing their goals and dreams
- 87% have completed two or more "Good Works"
- 99% were satisfied with Web of Benefit services

*Figures are calculated from surveyed clients after one year, from grants given in 2005-2012.

grantee stories
self-sufficiency &
empowerment after abuse



[These are our stories >](#)



 Join our mailing list to receive quarterly updates straight to your inbox.

apply for a grant
find our application here

email us
info@webofbenefit.org

follow us

write to us
Web of Benefit
PO Box 81925
Wellesley, MA 02842

call us
(617) 285-1900

This is your Official TIPS® Certification Card.
Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

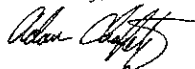
Congratulations!

By successfully completing the TIPS (Training for Intervention ProcedureS) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

This is your Official TIPS® Certification Card.
Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

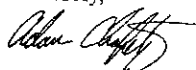
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Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



On Premise
Issued: 5/29/2013
ID#: 3482269

SSN: XXX-XX-XXXX
Expires: 4/21/2016
D.O.B.: XX/XX/XXXX

MORGAN E HOUK
942 Great Plain Ave
Needham, MA 02492-3030

For service visit us online at www.gettips.com
Steve Buell, 21236

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



On Premise
Issued: 5/29/2013
ID#: 3482272

SSN: XXX-XX-XXXX
Expires: 4/21/2016
D.O.B.: XX/XX/XXXX

ANDREAS P LYMBEROPOULOS
17 Grosvenor Rd
Needham, MA 02492-4416

For service visit us online at www.gettips.com
Steve Buell, 21236

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

(Please complete and attach event flyer or other information)

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

Event Manager Name (Name that will appear on license)	David Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781- 944-1221 405-9827		
Organization Representing (if applicable)	Volante Farms		
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	Flower Bouquet Workshop		
Date of Event	8/28/14		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6pm	TO: 8pm
Are tickets being sold in advance for this event?	☒ YES	\$ 65 /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?	40		
Name & address of event location. Please attach proof of permission to use this facility.			
292 Forest St. Needham, MA 02492			
Who will be serving the alcohol to your guests?			
Steven Volante (TIPS certified)			
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).			
Steven Volante			
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.			
Every attendee will be served 2-4oz glasses of wine during the event			
☒ 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: 8/6/14

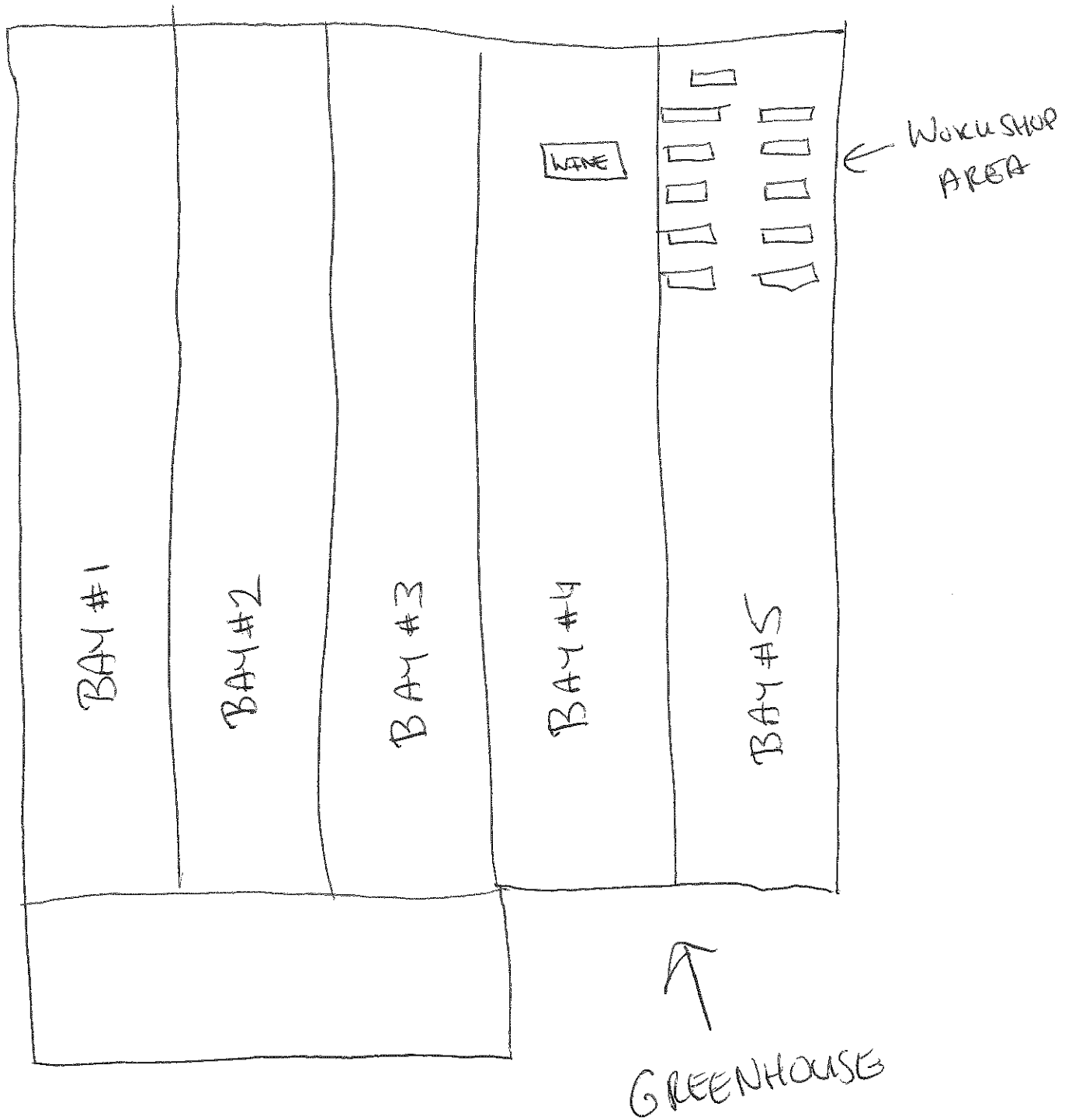


TIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 7/31/2012 Expires: 7/31/2015
ID#: 3285670 D.O.B.: XX/XX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

PARKING LOT



**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)	Kristin Mockus		
Event Manager Address	58 Mayo Ave. Needham, MA 02492		
Event Manager Phone Number	617 549-7636		
Organization Representing (if applicable)	Needham Pool & Racquet Club		
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	End of Summer Cocktail Party		
Date of Event	August 28, 2014		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00 pm	TO: 9:00 pm
Are tickets being sold in advance for this event?	☒ YES	\$ /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 12.50/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?	125		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Pool & Racquet Club 1550 Central Ave. Needham MA 02492			
Who will be serving the alcohol to your guests? Beverages To-Go Dover, MA Bartenders from Special Occasion Servers			
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).			
Michael Berardi & Kristin Tornifoglio from Special Occasion Servers			
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.			
Guests will be served alcohol at the bar (see attached floor 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: Kristin Mockus			Date: 8/11/2014

Needham Pool and Racquet Club



[HOME](#) [MANAGEMENT](#) [SOCIAL](#) [TENNIS](#) [SWIMMING](#) [RULES](#) [CALENDAR](#) [FAQ](#)



Social

Date	Event
Thursday, Aug. 14	Senior Luncheon Sign Up
Thursday, Aug. 28	Cocktail Party: Potluck End of the Summer 6:00-9:00am If your last name starts with the letters A-M, please bring an appetizer, if your last name starts with the letters between, N-Z, please bring a dessert. <i>Details coming soon!</i> Sign Up

Senior Luncheon

Thursday, August 14

[Sign Up](#)

Cocktail Party: Potluck End of the Summer

Thursday, August 28

6:00-9:00am

If your last name starts with the letters A-M, please bring an appetizer, if your last name starts with the letters between, N-Z, please bring a dessert.

Details coming soon!

[Sign Up](#)

Social Committee:

Christine Malloy, Co-Chair

Kristen Mockus, Co-Chair

Ellen Dellamarggio

Beata Fernandez

Marua Payne

Jane Carol

Jen Schroeder

Jennifer Sullivan

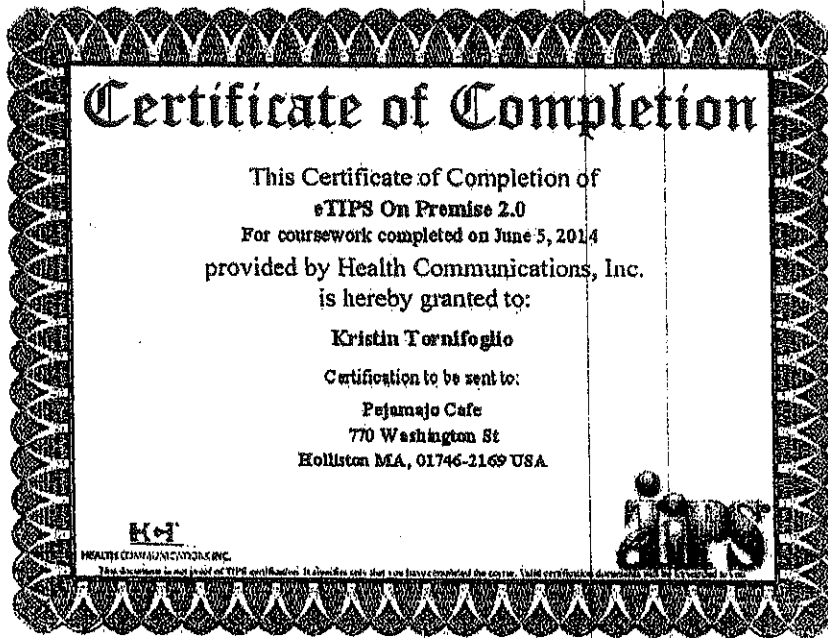
Sandra McKeigue, Director Liaison

Please contact Christine Malloy if you would like to help with a social event.

1545 Central Avenue P.O. Box 920163, Needham, MA 02492 • (781) 449-1393

Print Hide Menu

Do not click Back-Space to leave this window



TIPS	eTIPS On Premise 2.0	SSN:	XXX-XX-XXXX
Issued:	11/11/2012	Expires:	11/11/2015
ID#:	3353717	D.O.B.:	XX/XX/XXXX
Michael Berardi 14 Agawam Dr Northborough, MA 01532-2434			
For service visit us online at www.gettips.com			

August 28, 2014

Entrance

End of Summer
Cocktail Party Floor
Plan

Bar



Kids Pool

Bar



Large Pool



Calendar Year: 2014

Application for a Mobile Food Truck

Before completing the following application, please carefully review the "Food Truck Policy" document, which includes important details about the licensing requirements.

Date: July 15, 2014 Applicant (company name): Renula's Greek Kitchen

D/B/A (e.g. if food truck name is different from company name): SAME

Primary Contact Name: Philip Emmanuel Primary Contact Cell Phone: 617-877-3939

Primary Contact Business Phone: 617-877-3939 Primary Contact Email: Phil@renulas.com

Name(s) of Owner(s), Partner(s), or Corporate President: Philip Emmanuel

Mailing Address of Company: PO BOX610042

Address of Vehicle Garaging (if different from above): 63 Bowdoin Street Newton MA 02461

Address of Commissary (if different from above): 260 Belmon St Belmont MA

Truck License Plate State & Number: P93-966

Make/Model of vehicle: 2000 WORKHORSE 35

Proposed Location(s) /Day(s)/Hour(s) of Operation: Location description shall include address and physical description. Provide a separate site plan and photo(s) for each location(s). See Appendix II of policy for list of locations presently approved for food trucks.

1. 2ND AVE ACROSS FROM CHARLES RIVER LANDNG APPARTMENTS

FROM 10 AM TO 7PM (MON, TUE, WED, ~~THU~~, FRI)

2. _____

FROM _____ TO _____ (MON, TUE, WED, THU, FRI)

3. _____

FROM _____ TO _____ (MON, TUE, WED, THU, FRI)

---OVER---

Calendar Year: 2014

Required Documents (Attach to this application):

- | | |
|--|--|
| <u>X</u> Completed application | <u>X</u> Copy of MA Department of Motor Vehicles (DMV) Vehicle Registration |
| <u>X</u> Insurance Certificate/Worker's Comp Affidavit | <u>X</u> CORI Request Form w/identification (Must complete at Town Manager's Office, need an ID) |
| <u>X</u> Site Plan | <u>X</u> Copy of a Menu |
| <u>X</u> A color photo of your truck in operation | <u>X</u> Copy of State Hawkers and Peddlers License or Town Solicitor's License |
| <u>X</u> Copy of Needham Health Department License | <u>X</u> Current MA Business Registration Certificate |
| <u>X</u> Copy of Fire Department Permit (propane) | |

APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH ALL THE CONDITIONS NOTED ON THIS APPLICATION, THE BOARD OF SELECTMEN, POLICE DEPARTMENT, FIRE DEPARTMENT, HEALTH DEPARTMENT, AND OTHER LOCAL, STATE AND FEDERAL LAWS GOVERNING MOBILE FOOD FACILITIES AND ACCESSIBILITY AS THEY MAY APPLY TO THIS PERMIT.



JULY 15, 2014

Signature of Applicant / Authorized Representative

Date

Philip Emmanuel

Print Name

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).



Signature of Applicant (Mandatory)

By Corporate Officer (if applicable)

27-2958524

July 15, 2014

Either a Social Security Number or Federal ID Number must be Supplied

Date (required)





MENU

All food is made to order.

If you don't see something you like, just ask us!

Sandwiches

Greek Falafel	\$6.50
Greek Veggie	\$6.50
Lamb Gyro	\$8.00
Chicken Souvlaki	\$7.00
Pork Souvlaki	\$7.00
Grilled Shrimp	\$8.00
Surf & Turf	\$8.00

Served with lettuce, red onions, tomatoes and tzaziki sauce on pita

Make it a plate Add \$3.50

Any sandwich can be served as a salad:

-You choose the meal and the salad.

-We'll serve it with pita bread and tzaziki sauce.

Salads

Classic Greek Salad \$6.00

Feta cheese on romaine lettuce with red onions, olives, tomatoes, carrots, cucumber and pita bread

Village \$6.50

Feta cheese, tomatoes, cucumber, red onions, olives and pita bread

Sides

Spinach Pie	\$4.00
Greek Falafel	\$4.50
Fresh hand Cut Fries	\$4.50
Greek fries with greek oregano, salt, and pepper, topped with feta cheese and served with a side of tzaziki sauce	
Lamb and Fries	\$6.50
Shrimp and Fries	\$6.50
Chicken and Fries	\$6.00
Pork and Fries	\$6.00
Falafel and Fries	\$6.00
Fresh Made Pita Chips	\$3.00

Drinks

Water and Soft Drinks

\$1

Specials

Remember to check our board for daily specials and seasonal soups!

Prices are subject to change.

We accept all credit/debit cards.

Please notify your server if you or anyone in your party has a food allergy.

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

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

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

Water Sales:	\$331.65
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	\$769.05
Transfer Station Charges:	\$0.00
Total Abatement:	\$1,100.70

Order #: 1184

Read and Approved:


Assistant Director of Public Works

8/14/2014

For the Board of Selectmen

Date: 8/19/14


Director of Public Works

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
JO	Council on Aging (3)						\$0.00	\$331.65	\$769.05	\$1,100.70	COA	N

Total: \$1,100.70

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

Legend:

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- WN = Town Project caused damage to private property
- C = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond 100 days
- COA - Council on Aging

e-mailed 7/29/14.



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	☐ Paid

TYPE OF EVENT: (check all that apply) ☐ RUN ☐ WALK ☐ BICYCLE	
Name of Event: 2014 Minuteman Challenge	Name of Organization: Ride 2 Recovery
Organization Mailing Address: 23679 Calabasas Road, Suite 420, Calabasas, CA 91302	☒ Organization is Not-for-Profit
Primary Contact: Kris Skinner	Contact Title: Director of Challenge Coordination
Contact Address: 23679 Calabasas Road, Suite 420, Calabasas, CA 91302	
Contact Phone (Day): (818) 888-7091 x 104	Contact Phone (Cell): (310) 486-2978
Contact Email: krisskinner@ride2recovery.com	
Event Date(s): 7/7/2014 - 7/12/14	Date Expected to be in Needham: 7/7/14
Earliest Time Expected in Needham: 9:05 AM	Latest Time Expected in Needham: 9:30 AM
Number of Expected Participants: 150 Riders	Number of Expected Spectators at Peak Time: 0
Are participants charged a fee? ☐ YES ☒ NO	
Estimated Number of Vehicles: 10-12	What type of Parking is needed: None

Are event organizers available to meet with members of the Town to plan event?

Telephonically

What will be done in case of inclement weather?

In the event of severe weather, riders will regroup and wait for any storm(s) to pass.

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

Parking is not needed – riders and support vehicles will not stop in Needham.

Will neighborhoods be impacted by parking and traffic?

No

What activities are planned for the start of the race (if in Needham)?

None. The ride will start in Waltham on the 7th.

What activities are planned for the end of the race (if in Needham)?

None. The ride will end in Providence on the 7th.

What facilities are needed for the start of the race (if in Needham)?

None.

What facilities are needed for the end of the race (if in Needham)?

None.

Once the event begins, how long will it take to complete the event?

20-35 minutes once riders enter Needham.

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

No

Will volunteers be placed along the route?

No

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

No

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

No

Will portable toilets be used? List locations

No

Will hydration stops be set up along

No

route? If yes, please include these on route plan. (SEE ATTACHED)	
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Our ride will be fully staffed and supported by medical and support personnel.
Does the event take place during commuter times?	Yes
Is school in session during the event? Will school drop off or pick up be impacted by the event?	Yes. However, schools will be not be impacted.
Are businesses open during the time of the event?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Yes
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes
What is the plan to handle trash?	All garbage is collected by support staff.
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	

D1 Minuteman (with stop at J&J)

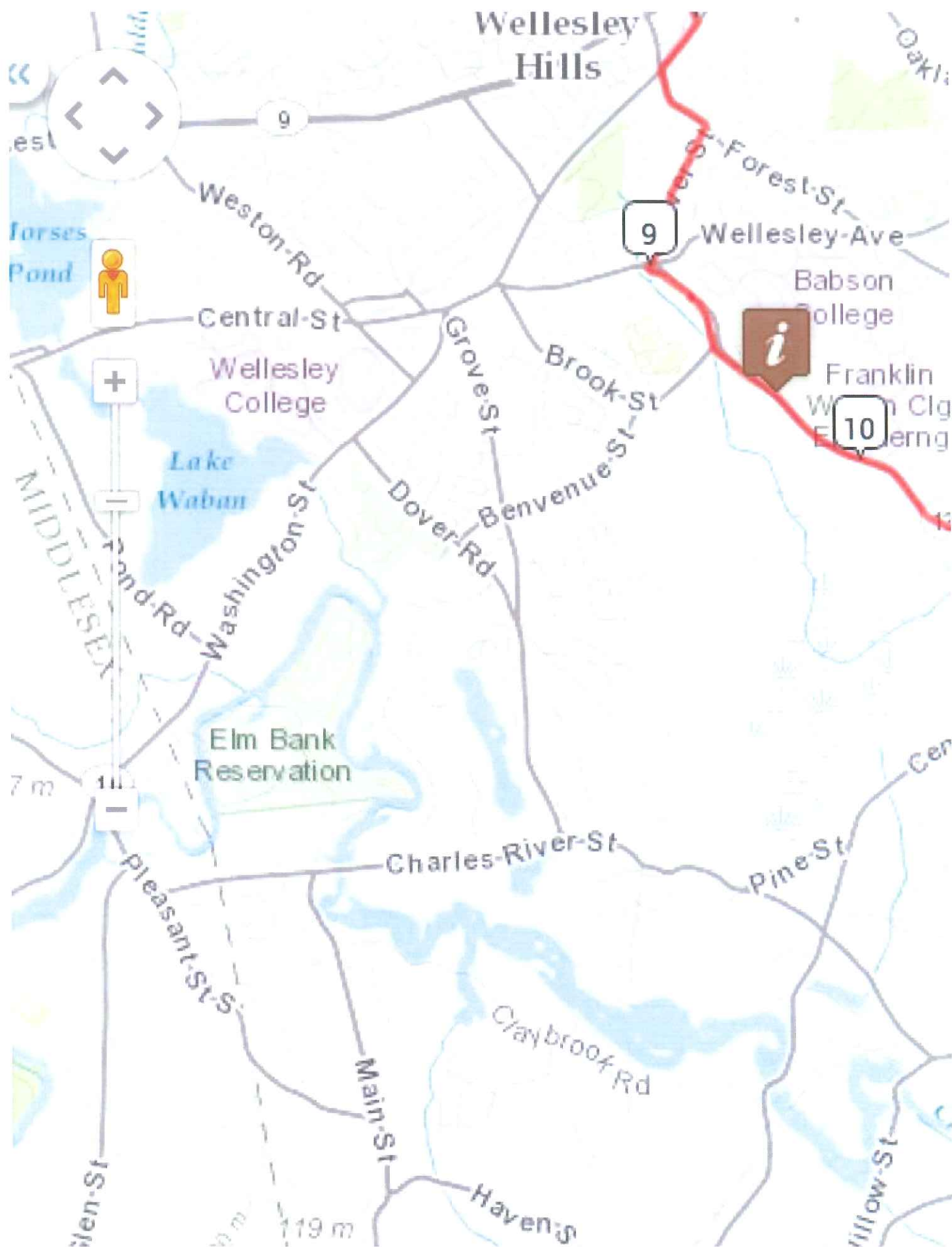
78.7 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left toward Winter St	0.0
0.0	→	Right	Turn right onto Winter St	0.1
0.0	←	Left	Sharp left to stay on Winter St	0.1
0.2	←	Left	Turn left onto West St	0.3
0.5	↑	Straight	Continue onto Lexington St	0.8
0.9	→	Right	Turn right onto MA-117 W/North Ave	1.7
0.2	←	Left	Turn left onto Church St	1.9
1.2	←	Left	Slight left to stay on Church St	3.2
0.0	→	Right	Church St turns slightly right and becomes School St	3.2
0.6	↑	Straight	Continue onto Ash St	3.8
0.1	→	Right	Slight right to stay on Ash St	3.9
1.3	←	Left	Turn left onto MA-30 E/Commonwealth Avenue	5.3
0.2	→	Right	Slight right onto Oak St	5.5
2.5	→	Right	Turn right onto Washington St	8.0
0.2	←	Left	Turn left onto Forest St	8.2
0.3	→	Right	Turn right onto Seaver St	8.5
0.5	↑	Straight	At the traffic circle, take the 2nd exit onto Great Plain Ave	9.0
2.7	→	Right	Turn right onto Chestnut St	11.7
1.5	↑	Straight	Continue onto Dedham St	13.2
0.1	←	Left	Turn left to stay on Dedham St	13.2
0.1	↑	Straight	Continue onto Westfield St	13.3
0.6	→	Right	Slight right onto Summer St	13.9
1.2	→	Right	Turn right onto MA-109 W/High St	15.2
3.3	←	Left	Turn left onto North St	18.4
1.3	↑	Straight	Continue onto Fisher St	19.8
1.5	→	Right	Turn right onto MA-1A S/Main St	21.2
1.6	←	Left	Turn left onto Common St	22.8
0.4	→	Right	Turn right onto South St	23.2
0.5	←	Left	Turn left to stay on South St	23.6
1.2	→	Right	Slight right onto Washington St	24.8
1.4	←	Left	Turn left onto Water St	26.1
0.2	↑	Straight	Continue onto North St	26.3
1.5	→	Right	Turn right onto Patriot Pl	27.9
0.5	→	Right	Turn right onto Patriot Pl	28.4
1.4	↑	Straight	At the traffic circle, take the 1st exit onto Chestnut St	29.9
0.1	←	Left	Turn left onto MA-140 S/Main St	29.9
0.9	→	Right	Turn right onto Central St	30.8
0.7	←	Left	Turn left to stay on Central St	31.6
1.6	←	Left	Slight left to stay on Central St	33.2
0.3	←	Left	Turn left onto Chauncy St	33.5
0.7	↑	Straight	Continue onto MA-106 E/Pratt St	34.2
3.9	→	Right	Turn right onto MA-123 W	38.1
2.0	←	Left	Turn left onto Burt St	40.0

Leg	Dir	Type	Notes	Total
1.5	←	Left	Turn left onto Plain St	41.5
0.6	→	Right	Turn right onto Bay Rd	42.1
1.7	←	Left	Turn left onto Field St	43.8
1.8	↑	Straight	Continue onto New Carver St	45.6
0.1	↑	Straight	Continue onto Carver St	45.7
0.5	→	Right	Turn right onto MA-138 S	46.3
0.4	←	Left	Turn left onto Center St	46.6
1.2	↑	Straight	Continue onto MA-104 W/N Main St	47.9
1.2	↑	Straight	Continue onto Orchard St	49.1
1.4	←	Left	Turn left onto US-44 E	50.5
0.2	→	Right	Turn right onto Paramount Dr	50.7
0.6	→	Right	Turn right	51.2
0.2	←	Left	Turn left toward Paramount Dr	51.4
0.0	←	Left	Turn left onto Paramount Dr	51.4
0.4	←	Left	Turn left onto Ashley Way	51.8
0.2	←	Left	Turn left onto South St E	52.0
1.2	↑	Straight	Continue onto Old Colony Ave	53.2
0.2	→	Right	Turn right onto Middleboro Ave	53.4
0.6	→	Right	Turn right to stay on Middleboro Ave	54.0
0.8	↑	Straight	Continue onto Hart St	54.8
1.5	→	Right	Turn right onto Plain St	56.3
0.5	←	Left	Turn left onto W Water St	56.8
0.3	→	Right	Slight right onto 5th St	57.2
0.2	←	Left	Turn left onto Somerset Ave	57.4
0.5	↑	Straight	Continue onto Lawton Ave	57.8
0.4	↑	Straight	Continue onto Somerset Ave	58.2
1.3	→	Right	Slight right onto Old Somerset Ave	59.5
0.3	→	Right	Turn right onto Tremont St	59.8
2.3	←	Left	Turn left onto Williams St	62.1
1.0	→	Right	Turn right onto Horton St	63.1
1.9	←	Left	Turn left to stay on Horton St	65.0
0.4	→	Right	Turn right onto Wellington St	65.4
0.1	↑	Straight	Continue onto County St	65.6
1.7	←	Left	Turn left onto Elm St	67.3
0.7	↑	Straight	Continue onto Summer St	68.0
3.6	↑	Straight	Continue onto Lake St	71.6
0.4	←	Left	Turn left onto US-44 W	72.0
0.0	→	Right	Turn right onto Jacob St	72.0
0.0	←	Left	Turn left onto Ledge Rd	72.1
1.2	→	Right	Turn right onto Arcade Ave	73.3
0.8	←	Left	Turn left onto MA-152 S/Newman Ave	74.1
0.9	↑	Straight	Continue onto N Broadway	75.0
0.8	→	Right	Turn right onto Massasoit Ave	75.8
0.5	↑	Straight	Take the ramp to Providence	76.3
0.2	↑	Straight	Merge onto Henderson Bridge/Henderson Expy	76.5

Leg	Dir	Type	Notes	Total
0.3	↑	Straight	Continue onto S Angell St	76.7
1.5	→	Right	S Angell St turns slightly right and becomes Thomas St	78.2
0.1	↑	Straight	Continue onto Steeple St	78.3
0.0	↑	Straight	Continue onto Exchange Terrace	78.3

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e-mailed 3/1/14
**Town of Needham,
Massachusetts
Road Event Form**

INTERNAL USE ONLY

☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	☐ Paid

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE

Name of Event: *Boston Women's Bike
Ride and Festival*

Name of Organization: *City of Boston,
Boston Bikes Program*

Organization Mailing Address:

Boston Bikes

Boston City Hall, One City Hall Square, Boston MA 02201

**Organization
is
Not-for-Profit**

Primary Contact:

Gary Briere

Contact Title:

Contractor, assisting Boston Bikes

Contact Address:

River's Edge Cycling, 312 Fall Rd, Sunderland, MA 01375

Contact Phone (Day):

Contact Phone (Cell): *413 824 2041*

Contact Email: *gary@riversedgecycling.com*

Event Date(s):

August 16th, 2014

Date Expected to be in Needham: *August 16,
2014*

Earliest Time Expected in Needham:

9:30AM

Latest Time Expected in Needham:

2.00PM

Number of Expected Participants:

120

**Number of Expected Spectators at Peak
Time:** *0*

Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 1 pre-event vehicle for route marking,	What type of Parking is needed: none
Are event organizers available to meet with members of the Town to plan event? Yes	
What will be done in case of inclement weather? The event will proceed rain or shine however the event will be cancelled in the event of severe weather issues	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: No vehicles are expected to be parked in Needham	
Will neighborhoods be impacted by parking and traffic? No	
What activities are planned for the start of the race (if in Needham)? Start and end is at Millenium Park in West Roxbury	
What activities are planned for the end of the race (if in Needham)? See above	
What facilities are needed for the start of the race (if in Needham)? NA	
What facilities are needed for the end of the race (if in Needham)? NA	
Once the event begins, how long will it take to complete the event? Because riders will follow the same route outbound through Needham and inbound back to West Roxbury, the total length of time will span 5 hours or so. The most significant bicycle traffic will be early in the day when the two longer rides pass through Needham.	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	We propose to use route arrows, brightly colored thesive arrows to mark the three routes through Town. he arrows are biodegradable and wear away through affic and weather in a short period of time.
Will volunteers be placed along the	Not in Needham

route?	
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Not in Needham
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Not in Needham
Will portable toilets be used? List locations	None in Needham
Will hydration stops be set up along route? If yes, please include these on route plan.	None planned in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	Event occurs during daylight hours
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Given the small size of the event and non-competitive nature of the ride, no ambulance service will be engaged to support the event. We would utilize community public safety personnel in the event of medical or other emergencies.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	One, the Cutler Lake Café on Kendrick St. The small 0 mile ride passes. It is not expected to have either a positive or negative effect on the business.
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Saint Bartholomew Catholic Church is near the route. No impact on services is anticipated
What is the plan to handle trash?	We do not expect to generate any trash in Needham.
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	

Women Bike Boston Festival, 50Mile

52.8 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right	0.6
0.2	→	Right	Slight right at Gardner St	0.8
0.0	↑	Straight	Continue onto Gardner St	0.8
0.1	↑	Straight	Continue onto Charles Park Rd	1.0
0.2	→	Right	Turn right onto VFW Pkwy	1.2
0.4	→	Right	Turn right onto Bridge St	1.6
0.1	→	Right	Slight right onto Needham St	1.7
0.4	↑	Straight	At the traffic circle, take the 2nd exit and stay on Needham St	2.1
0.8	↑	Straight	Continue onto Great Plain Ave	2.9
0.6	←	Left	Turn left onto South St	3.6
3.4	←	Left	Turn left onto Mill St	7.0
0.4	←	Left	Turn left onto Dedham St	7.4
1.1	→	Right	Slight right to stay on Dedham St	8.5
0.1	↑	Straight	Continue onto Westfield St	8.6
0.7	↑	Straight	Continue onto Country Club Rd	9.3
1.3	→	Right	Turn right onto Grove St	10.6
0.6	←	Left	Turn left onto Summer St	11.2
0.3	→	Right	Turn right onto Sunset Rd	11.5
0.1	→	Right	Turn right onto Country Ln	11.6
0.3	→	Right	Turn right onto Conant Rd	11.8
0.4	→	Right	Turn right onto Dover Rd	12.2
1.2	↑	Straight	Continue onto Powisset St	13.4
1.5	→	Right	Turn right onto Walpole St	14.9
1.9	→	Right	Turn right onto Centre St	16.8
0.3	←	Left	Sharp left onto Dedham St.	17.1
0.1	↑	Water	Dover Library Aid Station	17.2
0.1	←	Left	Turn left to Railroad Ave	17.3
0.0	←	Left	Turn left onto Springdale Ave	17.3
0.1	←	Left	Turn Right onto Centre St	17.4
0.4	←	Left	Slight left onto Pine St	17.9
3.4	→	Right	Turn right onto Winter St	21.2
0.3	→	Right	Turn right onto North St	21.5
0.8	←	Left	Slight left onto Farm St	22.3
1.7	←	Left	Turn left onto Bridge St	24.0
0.3	↑	Straight	Continue onto Farm Rd	24.3
0.3	←	Left	Turn left onto Forest St	24.6
1.1	→	Right	Slight right onto E Goulding St	25.7
1.2	↑	Straight	Continue onto Woodland St	26.9
0.1	←	Left	Slight left onto Mill St	27.0
0.5	←	Left	Turn left onto Nason Hill Rd	27.5
0.6	→	Right	Turn right onto Hollis St	28.1
1.3	→	Right	Turn right onto Western Ave	29.4
2.7	→	Right	Turn right onto Brush Hill Rd	32.0
0.9	↑	Straight	Continue onto Hunting Ln	32.9

Leg	Dir	Type	Notes	Total
1.5	→	Right	Turn right onto MA-27 S	34.4
0.5	←	Left	Slight left to stay on MA-27 S	34.9
0.3	←	Left	Turn left onto Farm Rd	35.2
2.4	↑	Straight	Continue onto Bridge St	37.6
0.3	←	Left	Turn left onto Farm St	37.9
2.0	→	Right	Turn right onto Springdale Ave	39.9
0.8	←	Left	Slight left onto Dedham St	40.7
0.1	↑	Danger	Walk bicycles across street to Aid Station	40.8
0.0	↑	Water	Second Rest Stop at Dover Library	40.9
0.0	↑	Straight	Straight across Dedham St to intersection with Centre St	40.9
0.1	←	Left	Slight left onto Centre St	41.0
0.0	←	Left	Bear left to stay on Centre St	41.0
0.1	←	Left	Turn left onto Haven St	41.1
1.1	→	Right	Turn right onto Main St	42.2
0.2	→	Right	Slight right to stay on Main St	42.4
0.6	→	Right	Turn right onto Claybrook Rd	43.0
1.7	←	Left	Turn left onto Central Ave/Centre St	44.7
0.6	→	Right	Turn right onto Charles River St	45.4
0.6	←	Left	Turn left onto South St	45.9
2.1	←	Left	Turn left onto Marr Rd	48.1
0.1	←	Left	Turn left onto South St	48.1
1.0	→	Right	Turn right onto Great Plain Ave	49.2
0.6	↑	Straight	Continue onto Needham St	49.8
0.6	←	Left	Slight left to stay on Needham St	50.4
0.2	↑	Straight	At the traffic circle, continue straight to stay on Needham St	50.6
0.4	←	Left	Turn left onto Bridge St	51.0
0.1	←	Left	Turn left onto VFW Pkwy	51.2
0.4	←	Left	Turn left onto Charles Park Rd	51.6
0.2	↑	Straight	Continue straight onto Gardner St	51.8
0.3	←	Left	Turn left onto Mezzanine Loop	52.1
0.0	→	Right	Slight right	52.2
0.1	↑	Straight	Continue onto Skyline Loop	52.3
0.5	→	Right	Slight right to stay on Skyline Loop	52.7

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Women Bike Boston 10

10.4 miles

Leg	Dir	Type	Notes	Total
	↑	Straight	Continue onto Mezzanine Loop	0.6
0.0	→	Right	Turn right	0.6
0.2	→	Right	Slight right at Gardner St	0.8
0.0	↑	Straight	Continue onto Gardner St	0.8
0.1	↑	Straight	Continue onto Charles Park Rd	1.0
0.2	→	Right	Turn right onto VFW Pkwy	1.2
0.4	→	Right	Turn right onto Bridge St	1.6
0.1	→	Right	Slight right onto Needham St	1.7
0.4	↑	Straight	At the traffic circle, take the 2nd exit and stay on Needham St	2.1
0.8	↑	Straight	Continue onto Great Plain Ave	3.0
0.5	→	Right	Turn right onto Greendale Ave	3.5
1.8	↑	Straight	Continue onto Hunting Rd	5.3
0.1	→	Right	Turn right onto Kendrick St	5.4
0.2	←	Left	Slight left to stay on Kendrick St	5.6
0.4	↑	Straight	Continue onto Nahanton St	6.1
1.1	→	Right	Turn right onto Dedham St	7.2
0.6	↑	Straight	Continue onto Baker St	7.8
0.6	→	Right	Turn right onto VFW Pkwy	8.4
0.8	→	Right	Turn right onto Charles Park Rd	9.2
0.2	↑	Straight	Continue straight onto Gardner St	9.4
0.4	←	Left	Turn left toward Skyline Loop	9.8
0.1	←	Left	Turn left onto Skyline Loop	9.8
0.5	→	Right	Slight right to stay on Skyline Loop	10.3

Ride With GPS · <http://ridewithgps.com>

e-mailed 7/24/14

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

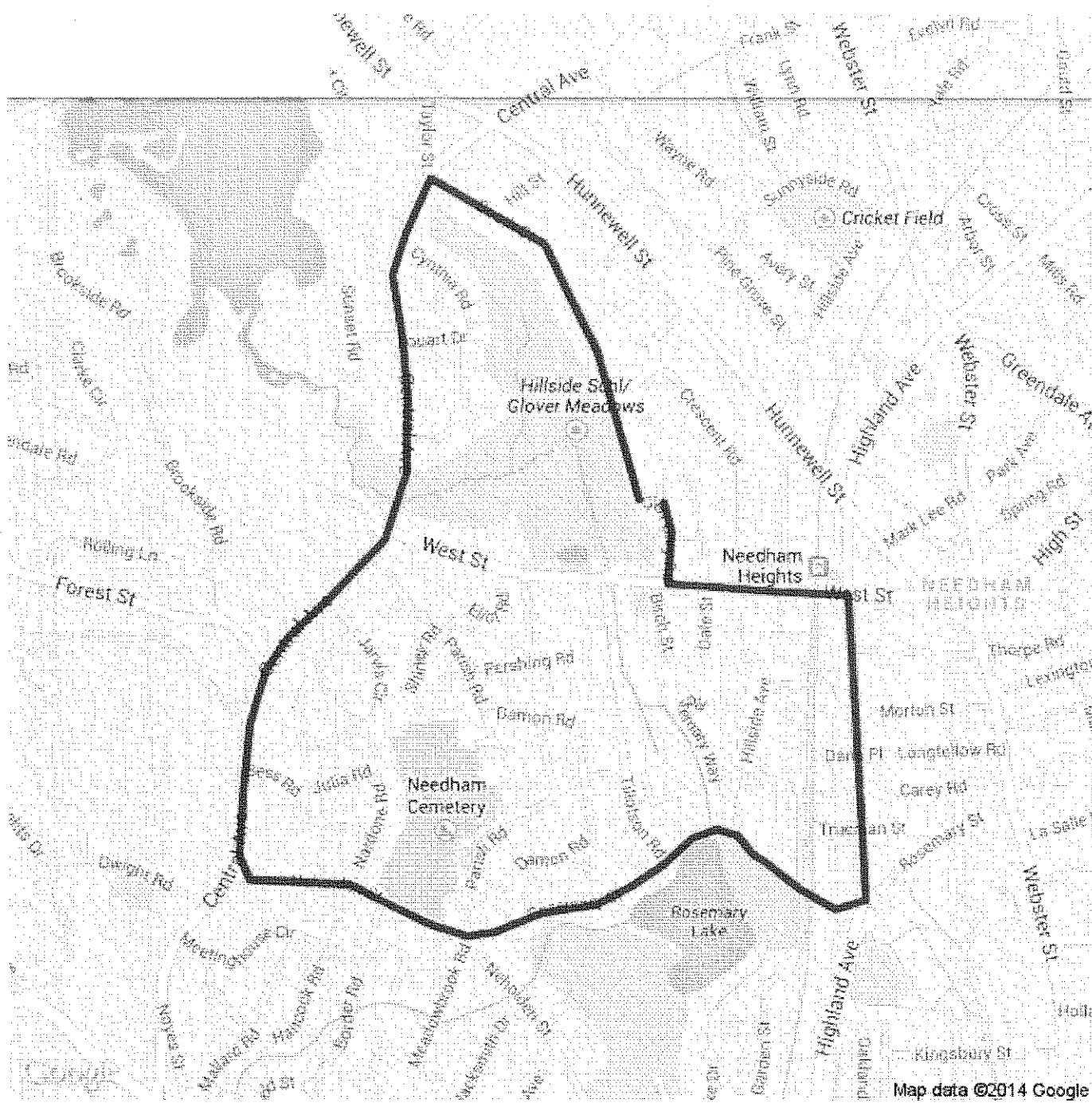
✓ Police
✓ Fire
✓ DPW
✓ P+R

2014 JUL 24 A 8:51
Town of Needham, Massachusetts
Road Race/Walk/Bicycling Event Form

Name of Organization: Hillside Elementary School Parent Teacher Council	
Organization Mailing Address: 28 Glen Gary Rd, Needham	
Primary Contact: Seema Meloni	Contact Title: Co-President PTC
Contact Address: 71 Damon Rd, Needham	
Contact Phone (Day): 617-794-6835	Contact Phone (Cell): 617-794-6835
Contact Email: seema.meloni@gmail.com	
Event Date(s): October 26, 2014	Date Expected to be in Needham: 10/26/2014
Earliest Time Expected in Needham: 7am	Latest Time Expected in Needham: 10am
Number of Expected Participants: 200	Number of Expected Spectators at Peak Time: 200
Is event for-profit or not-for-profit? Not for profit	Are participants charged a fee? Yes

Estimated Number of Vehicles: 100	What type of Parking is needed: Lot & Side streets
Are event organizers available to meet with members of the Town to plan event? Yes	
What will be done in case of inclement weather? Cancel - no refund	
Are there other events that take place at the same time as this one, just before or just after this event? Not to our knowledge	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: We hope to use the Hillside lot & blacktop for extended parking; side streets will be used if needed.	
Will neighborhoods be impacted by parking and traffic? Yes	
What activities are planned for the start of the race (if in Needham)? Registration, music, vendors	
What activities are planned for the end of the race (if in Needham)? DJ, snacks/booths, post-race awards	
What facilities are needed for the start of the race (if in Needham)? Hillside parking lot & field	
What facilities are needed for the end of the race (if in Needham)? Hillside parking lot & field	
Once the event begins, how long will it take to complete the event? ~ 1 hr for run/walk, 1 hr to clear + clean-up post	

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	We plan to make signs.
Will volunteers be placed along the route?	Yes
Will you be using a sound system? If yes, please describe where and when it will be used.	Yes - at Hillside at start and end of race.
Will there be any food served?	Yes
Will portable toilets be used?	Yes
Will hydration stops be set up along route? If yes, please include these on route plan.	Not sure yet, but we hope to have at least 1.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	We are working with Needham police and will be asking local nurses/MD to be on-hand at race.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Likely towards end.
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Hopefully not - we hope to end relatively early.
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Unlikely - we aim to be in mostly residential neighborhoods.
What is the plan to handle trash?	Hillside dumpster; we will rent dumpster if needed.
Please attach event route map, include map and text of route.	



Map data ©2014 Google