

BOARD OF SELECTMEN

January 12, 2016

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	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	Public Hearing – Eversource: 147 Livingston Circle Maureen Carroll, Eversource Representative
2.	7:00	Public Hearing – Eversource: 86 Livingston Circle Maureen Carroll, Eversource Representative
3.	7:00	Public Hearing – Streetlight Consolidation Proposal - Rick Merson, Director of Public Works - Bob Mackie, Senior Associate, BETA Group
4.	7:45	Downtown Improvement Project – Phase I - Rick Merson, Director of Public Works - Bob Mackie, Senior Associate, BETA Group
5.	8:15	Annual Audit Presentation Scott McIntyre, Melanson Heath
6.	8:35	ALICE Program – Enhanced Security Procedures - Dan Gutekanst, Superintendent of Schools - Tom Campbell, Director of Human Resources, NPS - John Schlittler, Chief of Police
7.	8:55	Town Manager - Open and Close the February 10, 2016 Special Town Meeting Warrant - Open the 2016 Annual Town Meeting Warrant - Solar Kiosk Naming - Budget Consultation and FY2017 Budget Priorities
8.	9:15	Board Discussion - Massachusetts Municipal Association Resolutions - Committee Reports
9.	9:20	Executive Session Exception 3 & 6

APPOINTMENTS

There are no appointments for this meeting.

CONSENT AGENDA *=Backup attached

1.	Accept a \$250 donation from Maryruth & Richard Perras made to the Needham Community Revitalization Trust Fund Committee.				
2.*	Approve a 2016 Weekday Entertainment License for New Garden located at 40 Chestnut Place, Needham.				
3.*	Approve a 2016 Sunday Entertainment Licenses for Sai Restaurant, Inc. d/b/a Masala Art located at 990 Great Plain Avenue, Needham and Zucchini Gold, LLC d/b/a The Rice Barn located at 1037 Great Plain Avenue, Needham.				
4.	Accept a \$200 donation made to the Needham Health Department's Gift of Warmth fund from Mary Clare McEnerny Siegel, a Needham resident.				
5.*	Approve minutes from November 10, 2015, and November 24, 2015.				
6.*	Approve a request from the Needham Track Club to hold "The Great Bear Run" road race on Sunday, May 15, 2016 from 8:00 a.m. to 2:00 p.m. on the grounds of the Pollard Middle School. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.				
7.*	Approve road race event form from Hilary Ryan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 25, 2016 from 9:00 a.m. to 3:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.				
8.*	Water & Sewer Abatement Order #1210				
9.	Accept a \$300 donation made to the Needham Health Department's Traveling Meals Program from Amy Sherman, a resident of Canton, MA.				
10.*	Approve Executive Session minutes from November 10, 2015 and December 22, 2015 and Open Session minutes from December 22, 2015.				
11.	Accept a \$500 donation made to the Park and Recreation Commission's Gift Fund from Viewpoint Creative. The company did a brief video shooting in the Town Forest and made the donation for trail improvements.				
12.	Grant permission for the following residents to hold block parties:				
Name		Address	Party Location	Party Date	Party Rain Date
Lisa Vergara		21 Greenwood Ave.	Greenwood Ave.	7/16/16	7/17/16
					1pm-10pm



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

MEETING DATE: 01/12/2016

Agenda Item	Public Hearing- Eversource Energy: 147 Livingston Circle
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 147 Livingston Circle, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 147 Livingston Circle, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

EVERSOURCE
ENERGY

RECEIVED

2015 DEC 21 AM 11:57 200 Calvary Street
Waltham, Ma 02453

ADMINISTRATION OFFICE
PUBLIC WORKS DEPARTMENT
TOWN OF NEEDHAM

December 17, 2015

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

#147
RE: Livingston Circle
Needham, MA
W/O #2104277

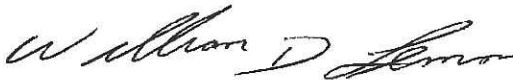
Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 10 feet of conduit in Livingston Circle.

The reason for this work is to provide underground electric service to 147 Livingston Circle.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
Twyler, Engr
12/23/15
OK R.P. Merson
SPW Director
12/23/15

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated December 14, 2015** and filed herewith, under the following public way or ways of said Town:

Livingston Circle – Westerly from pole 363/2 approximately 175 ± feet North of South Street a distance of about 10 ± feet of conduit.

(W.O. 2104277)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY William D. Lemos
William D. Lemos
Rights & Permits, Supervisor

Dated this 18th day of December

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2015

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Livingston Circle - Westerly from pole 363/2 approximately 175 ± feet North of South Street a distance of about 10 ± feet of conduit.

(W.O. 2104277)

Hearing Required

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated December 14, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 2 3 4 5	_____ _____ _____ _____ _____	Board of Selectmen the Town of NEEDHAM
-----------------------	---	---

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2015 at _____ in said Town.

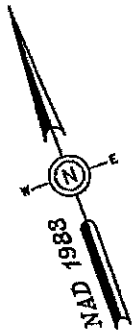
1 2 3 4 5	_____ _____ _____ _____ _____	Board of Selectmen the Town of NEEDHAM
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CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2015 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

S:\SHARED\IMAGES\BASELINS\NED\LIVINGSTON.dwg



CUSTOMER TO INSTALL
1 - 4" PVC PIPES
SCH. 40 NO CONCRETE

10'±

#141

APPROX. PT.
OF PICKUP

363/2

CONCRETE SIDEWALK

LIVINGSTON CIR

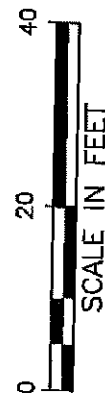
SOUTH ST
175'±

#279

175'±

#146

#132



SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE ACCURACY OF THE INFORMATION. THE INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. THE USER ASSUMES ALL LIABILITY FOR ANY DAMAGE, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR FROM THE USE OF THE INFORMATION. THE INFORMATION MAY NOT BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED.

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MASS. LAW

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

C#
Ward #
Work Order # 2104277
Surveyed by: N/A
Research by:
Plotted by: BS
Proposed Structures: MR
Approved: A DEBENEDICTIS
P#

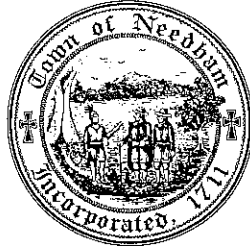
INSTAR EVERSOURCE
ELECTRIC
C/O B
1180 MASSACHUSETTS AVE. DORCHESTER, MASS. 02123

Plan of LIVINGSTON CIRCLE

NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'
Date 12/14/2015
SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on January 12, 2016** upon petition of Eversource Energy dated **December 18, 2015** to install 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service at 147 Livingston Circle, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley
Daniel P. Matthews
John A. Bulian

BOARD OF SELECTMEN

Dated: December 29, 2015

147 LIVINGSTON CIRCLE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
SILVER, JONATHAN S. & COCLIN, DEAN J. +	SILVER, WENDY B. COCLIN, ANTONIA	153 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100006200000	153 LIVINGSTON CIR
ANDERSON, ROBERT F. & MARIE RESERVITZ, DAVID S. & TOWN OF NEEDHAM	C/O ANDERSON, ROBERT F. & MARIE RESERVITZ, HEIDI M.	146 LIVINGSTON CIRCL 279 SOUTH ST 147 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100004300000	146 LIVINGSTON CIR
WANG, SHU MEI & TOWN OF NEEDHAM	SUN, CHI	1471 HIGHLAND AVE 141 LIVINGSTON CIRCL	NEEDHAM	MA	02492	1990100006100000	279 SOUTH ST
HOPKIN, KERRY G. &	HOPKIN, MARIANNE	1471 HIGHLAND AVE 132 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100006300000	147 LIVINGSTON CIR
						1993020000300000	500 DEDHAM AVE
						1990100006000000	141 LIVINGSTON CIR
						1993020001100000	0 DEDHAM AVE
						1990100004400000	132 LIVINGSTON CIR

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



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

MEETING DATE: 01/12/2016

Agenda Item	Public Hearing- Eversource Energy: 86 Livingston Circle
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 36 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 86 Livingston Circle, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 36 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 86 Livingston Circle, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

EVERSOURCE
ENERGY

RECEIVED

2015 DEC 21 AM 11:57
100 Carvery Street
Waltham, Ma 02453

ADMINISTRATION OFFICE
PUBLIC WORKS DEPARTMENT
TOWN OF NEEDHAM

December 17, 2015

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: ^{#86} Livingston Circle
Needham, MA
W/O #2108005

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 36 feet of conduit in Livingston Circle.

The reason for this work is to provide underground electric service to 86 Livingston Circle.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
M. Lemos, Engr.
12/23/15
OK R. J. Nason
Dpw Director
12/23/15

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

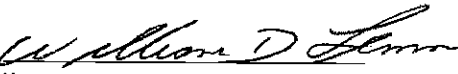
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated December 14, 2015** and filed herewith, under the following public way or ways of said Town:

**Livingston Circle – Easterly from pole 363/10 approximately 430 ± feet East of
Churchill Lane a distance of about 36 ± feet of conduit.**

(W.O. 2108005)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 18th day of December

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2015

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Livingston Circle -

**Southerly from pole 363/10 approximately 430 ± feet East of
Churchill Lane a distance of about 36 ± feet of conduit.**

(W.O. 2108005)

Hearing Required

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated December 14, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1
2
3
4
5

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2015 at _____ in said Town.

1
2
3
4
5

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Masssachusetts, duly adopted on the _____ day of _____, 2015 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

**CUSTOMER TO INSTALL
1 - 3" PVC PIPES
SCH. 40 NO CONCRETE**

#79

LIVINGSTON CIR

17#

#83

363/10

CONCRETE SIDEWALK

363/11 36/ft

Smith & Paul
363/16

CONCRETE SIDEWALK

APPROX. PT.
OF PICKUP

CHURCHILL LN

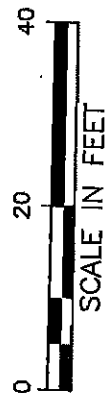
430' ±

#58

6800

68

363/3



SCALE IN FEET

[illegible]

THE INFORMATION MAY NOT REPRESENT A SURVEY. MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION. OTHER EXPRESSED OR IMPLIED, UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

卷

PJBPA

Work Order # 2108005

Surveyed by:

Research by:

Plotted by: BS

Proposed Structures: MR

Approved: A DEBENEDICTIS

#6

INSTAR ELECTRIC **EVERSOURCE**
d/b/a

1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of LIVINGSTON CIRCLE

NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on January 12, 2016** upon petition of Eversource Energy dated **December 18, 2015** to install approximately 36 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service at 86 Livingston Circle, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley
Daniel P. Matthews
John A. Bulian

BOARD OF SELECTMEN

Dated: December 29, 2015

86 LIVINGSTON CIRCLE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
WILLIAMS, DUSTIN & BROWN ANN C/O TURNER, CHRISTOPHER & MELISSA		86 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005000000	86 LIVINGSTON CIR
HOWELL, THOMAS F. & HOWELL, SUSAN E.		58 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003400000	58 LIVINGSTON CIR
TOLIN-SCHAPER, KEVIN & CHEN, JENNIFER		83 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005300000	83 LIVINGSTON CIR
REILLY, PENELOPE K.		40 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003600000	40 LIVINGSTON CIR
LOWITT, ERIC M. & LOWITT, ALLEGRA		89 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005400000	89 LIVINGSTON CIR
MCDONALD, WILLIAM A. & MCDONALD, EVA C.		96 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100004900000	96 LIVINGSTON CIR
TERRY, MICHAEL B + TERRY, MARJOLEIN B		48 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100003500000	48 LIVINGSTON CIR
LEVINE, LISA BARD & LEVINE, WILTON TRS		71 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005100000	71 LIVINGSTON CIR
WADE, GEOFFREY D & WADE, MARGARET E		79 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005200000	79 LIVINGSTON CIR
MICHENZI, ANDREW & CHAN, TINA		65 LIVINGSTON CIRCLE	NEEDHAM	MA	02492	1990100003300000	65 LIVINGSTON CIR
CHAN, FRANK C. &		97 LIVINGSTON CIR	NEEDHAM	MA	02492	1990100005500000	97 LIVINGSTON CIR

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



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

MEETING DATE: 1/12/2016

Agenda Item	Street Light Consolidation Proposal – Public Hearing
Presenter(s)	Rick Merson, Director of Public Works Bob Mackie, Senior Associate, BETA Group

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
As discussed with the Board last fall, the Town contracted with the BETA Group to conduct a street light inventory and to make recommendations about the number and location of street lights. Criteria used for the development of the recommendation included that lights would remain at all intersections, significant bends, cul-de-sacs, and every 400 – 500 feet along roadways. Of the total number of street lights (2,860), 431 (15.1%) have been identified as removal candidates, and an additional 241 (8.4%) have been identified as potential removal candidates. Removal of unnecessary or redundant fixtures will impact both energy and maintenance costs for the Town. Mr. Mackie will provide a report on the development of the recommendations, and Mr. Merson will discuss possible next steps in the process of reviewing options for streetlight removal.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Executive Summary, Street Light Inventory Report b. Map is viewable online at: www.needhamma.gov/streetlight Attachments all online at: http://needhamma.gov/index.aspx?nid=4094			



TOWN OF NEEDHAM
Massachusetts

Street Light Inventory Report



Submitted by:



November 2013

Needham, MA

Street Light Inventory Report

Table of Contents

Section 1 – Purpose and Scope

Section 2 – Field Data Collection

Section 3 – Data Analysis and Results

Section 4 – Candidate Removal Lights and Electrical Cost Savings

Section 5 – Representative Nighttime Photographs

Appendix A – Unmetered NStar Billing to Field Data Matches

Appendix B – Field Located Lights Not Included in NStar Unmetered Billing

Appendix C – Unmetered Lights Billed by NStar Not Field Located

Appendix D – Representative Nighttime Photographs

Appendix E – Existing Streetlight Inventory Map

Appendix F – Billing Inventory Map

Appendix G – Candidate Removal Streetlights Map

Attached

Data CD Containing Tables in Microsoft® Excel® format, AutoCAD Coverage of Streetlights, GIS
Geodatabase of Data Collected, Final Report and Reference Data

Section 1

Purpose and Scope

1.1 Purpose

The Town of Needham retained BETA Group, Inc. to correlate the number and location of the Town's existing street lights with the inventory and billing record provided by NStar Electric. This effort is intended to produce an accurate count of lights to be used by the Town in negotiating its Street Lighting Maintenance Contract, payments to NStar and potentially reducing overall electricity consumed. Part of the objective was to assess whether unnecessary or redundant lights can be eliminated.

1.2 Scope

The scope of work included identification and location of street lights located throughout Town including metered parking lots invoiced to the DPW. Locations did not include lights on other publicly owned facility sites (i.e. schools, RTS, PSAB, etc.). Data on unmetered (fixed fee) lights was compared to the monthly invoice prepared by NStar to evaluate count accuracy.

Upon completion of the inventory, BETA used criteria provided by the Town to identify unmetered candidate lights for removal. Criteria provided for light removal were lights were to remain at all intersections, significant bends, cul-de-sacs and every 400-500 feet along roadways.

Representative night time photos were taken throughout town to visually convey different lighting situations.

1.3 Information Provided

Provided by the Town and NStar were the following:

- NStar Unmetered Street Light Inventory spreadsheet dated 12/18/12 in Microsoft® Excel® format.
- NStar Invoice to Needham of Unmetered lights dated 5/21/12.
- NStar Invoices form 14 metered locations.
- Field Mark-ups from a previous streetlight inventory conducted by the Town.
- Previous GIS information of utility pole locations.

Section 2

Field Data Collection

2.1 Approach

BETA developed a street light and utility pole geodatabase using field data collected during February and March 2013. Data was collected by driving by each light and recording information using a laptop and ESRI® ArcMap™ 9.2 software. Poles were located by either using previous GIS utility pole locations or visually approximated. The following information was obtained for each light:

- Street name
- Owner
- Pole Type
- Light Type
- Pole Number

Information was gathered for each street light on traveled ways and parking lots specifically metered and invoiced to the DPW. Locations of each light collected are found in the map located in **Appendix E**.

Section 3

Data Analysis and Results

3.1 NStar Billing and Field Data Comparison

BETA began analysis with the provided NStar spreadsheet containing the pole and route number for each unmetered pole used for monthly billing. Using a series of Microsoft® Access® queries, a comparison was made between the NStar billing data and unmetered field data based on pole and route numbers. Private roads, parking lots, and metered pedestrian lights were not included in this analysis since these are metered lights invoiced separately. Lights that did not match were further reviewed manually to try and identify more matches for situations such as no pole number, wrong pole number in inventory, etc. Matches were made to the best of our ability, however; it was impossible to know exactly which invoiced light matched a field located light if neither had an associated pole or route number. **Table 3-1** notes the field data inventory.

Table 3-1: Total Field Inventory (Including Private Lights)			
Pole	Field Pole Type	Light Type	Number of Poles
Ornamental Light-1 Light	GAS	Ornamental 1	7
Utility Pole-1 Light	UP/LP1	Cobra	2,693
Utility Pole-1 Light	UP/LP1	Flood	13
Utility Pole-1 Light	UP/LP1	Square	2
Light Pole-1 Light	SL1	Cobra	126
Light Pole-1 Light	SL1	Round	8
Light Pole-1 Light	SL1	Square	143
Light Pole-2 Lights	SL2	Cobra	3
Light Pole-2 Lights	SL2	Flood	2
Light Pole-2 Lights	SL2	Square	29
Ornamental Light-1 Light	OLP1	Pedestrian 1	165
Ornamental Light-2 Lights	OLP2	Pedestrian 2	4
Total			3,195

The spreadsheet in **Appendix A** lists lights that matched the NStar billing of unmetered lights with the field data collection. **Appendix B** includes lights that were found in the field that were not in the NStar bill list. **Appendix C** includes lights that are listed in the NStar billing, but were not found in the field.

3.2 Unmetered Street Light Results

According to the data analysis, 2,751 lights were found to match the NStar billing record, 68 lights were located in the field that did not match the NStar billing and 106 lights were listed in the NStar bill records that were not found in the field. A total of 2,860 fixtures are included in the available NStar fixed fee invoice.

We could not reconcile a total of 38 fixtures which may be overbilled by NStar. Locations of these fixtures as well as privately billed lights can be found in **Appendix F**.

3.3 Pedestrian Light Analysis

In addition to unmetered data, BETA was given NStar bills for metered pedestrian street lights. With assistance of Town staff, BETA identified the metered pedestrian lights and updated the geodatadase accordingly, including billing account number where available. Locations of these lights are shown on the map in **Appendix E**.

3.4 Private Street Lights

The field inventory included streetlights on private roads or owned and maintained by entities other than the town of Needham. Some examples of this are MBTA lights at parking lots and T stations, private streets, gas lights on Mary Chilton Road, and Olin College. These lights were identified as such and are shown on the map in **Appendix E**.

3.5 NStar Circuit Maps

The intention of the Town was to identify the limits of each major electrical circuit to provide knowledge about power outage limits affecting street lighting. Circuit limits were requested several times from NStar and were not provided.

Section 4

Candidate Removal Lights and Electrical Cost Savings

4.1 NStar Billing and Field Data Comparison

Using the updated light GIS inventory, BETA located lights that could potentially be removed that met the following criteria provided by the town:

- Removal of unnecessary or redundant lights.
- Increasing spacing on residential streets to approximately 400 to 500 feet.
- Exceptions included lights at intersections, significant bends in roadways, and end of roadways (cul de sac/dead ends).

We did not look at metered lights for reduction.

431 (15.1%) of the lights have been identified as likely removal candidates and 241 (8.4%) of the lights have been identified as potential removal candidates. Out of the 2,860 invoiced fixtures, if we remove 38 for potential overbilling, 431 for redundancy and 241 for potential further reduction, a total of 24.8% of currently invoiced could be eliminated. The map located in **Appendix G** indicates potential light elimination locations.

It should be noted that each candidate removal light identified is intended to be a guide for potential areas and should be field verified and approved prior to removal.

4.2 Electrical Cost Savings

Table 4-1 below is a breakdown of electric bill cost savings with the removal of potentially overbilled and redundant lighting. These billing rates are based on NStar invoice # 213414 dated May 21, 2012. It is assumed that lights potentially removed are sodium fixtures emitting 4,000 lumens with a KWH usage of 16.47 per month and billed at a rate of \$0.04992 per KWH. The total electric bill savings per year is approximately \$7,000.

Table 4-1 Candidate Removal Potential Savings			
	No. of Lights	Annual KWH Usage	Annual Electrical Costs
Potential Overbilled	38	7,510.32	\$374.88
Likely Removal Candidates	431	85,182.84	\$4,252.33
Possible Removal Candidates	241	47,631.24	\$2,377.75
TOTAL	710	140,324.40	\$7,004.96

Section 5

Representative Nighttime Lighting Photographs

5.1 Photos Taken

BETA staff took representative photographs at multiple locations in Town to help illustrate various lighting levels provided by street lights. Photos were taken on a clear night April 6, 2013 between 8:00 PM and 9:00 PM. **Appendix D** includes these photos with the location captioned.

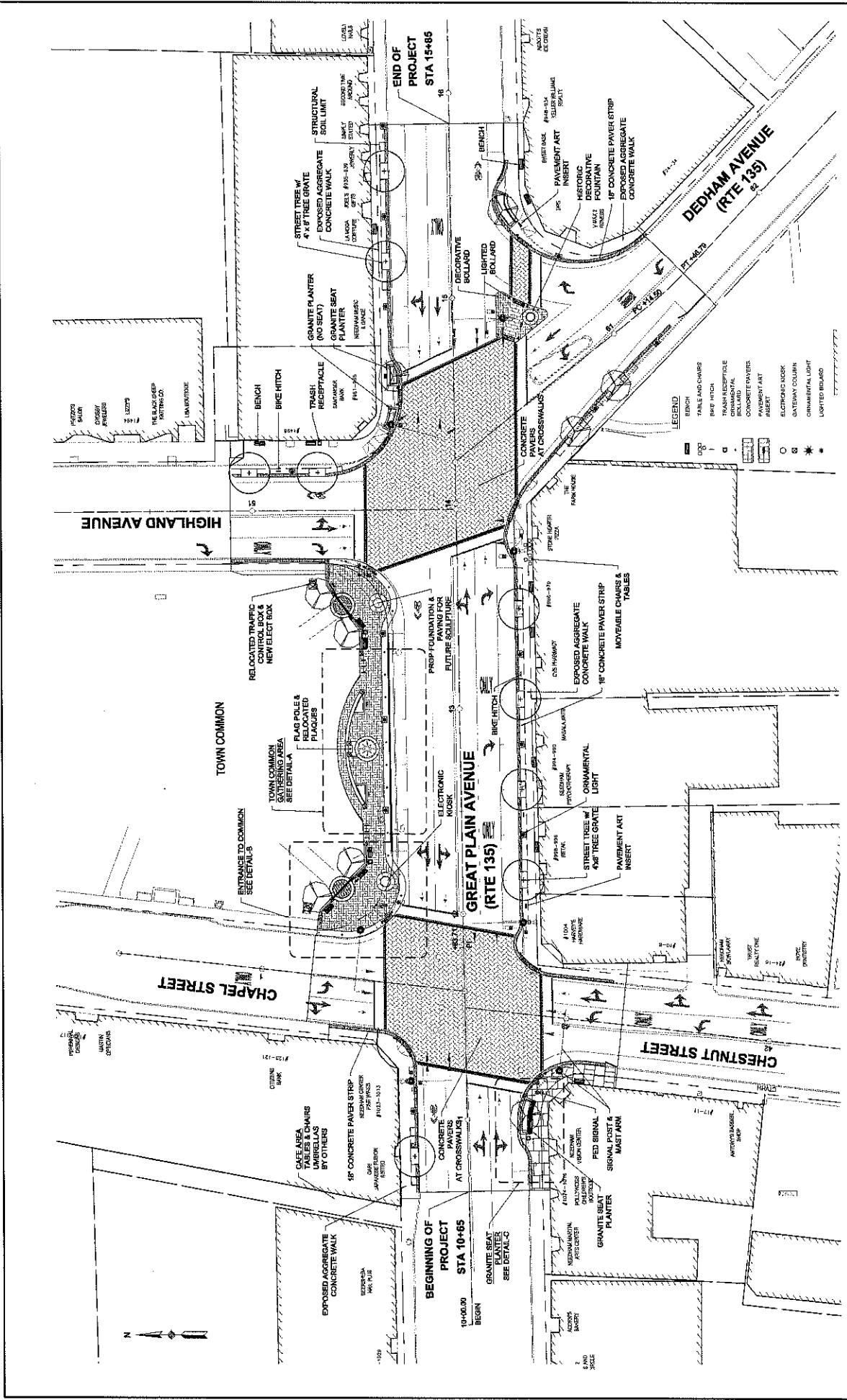


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/12/2016

Agenda Item	Downtown Improvement Project – Phase 1
Presenter(s)	Rick Merson, Director of Public Works Bob Mackie, Senior Associate, BETA Group

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Mackie will provide the Board with a detailed presentation about the design of the proposed Downtown Improvement Project – Phase 1. The current design was built on the recommendations of the Downtown Streetscape Working Group and comments provided by the Board of Selectmen at previous meetings. After final comments are received by the Board, the design will be finalized with construction planned for summer, 2016. An informational meeting for merchants and property owners in the downtown is planned for February, 23 2016. In addition, we will be seeking the input of the Veterans community about the flagpole and memorial location and amenities.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Town Center Streetscape Plan b. Town Common/Great Plain Avenue Renderings			



REVISIONS

NUMBER	DATE	MADE BY	CHECKED BY	DESCRIPTION

DESIGNED BY: **BA**

CHECKED BY: **BA**

DATE: **01/12/2015**

PROJECT: **TOWN CENTER PHASE-I IMPROVEMENTS**

LOCATION: **STREETScape PLAN**

SCALE: **1" = 20'**

PROJECT: **TOWN CENTER PHASE-I IMPROVEMENTS**

LOCATION: **STREETScape PLAN**

SCALE: **1" = 20'**

PROJECT: **TOWN CENTER PHASE-I IMPROVEMENTS**

LOCATION: **STREETScape PLAN**

SCALE: **1" = 20'**

BETA

www.beta-inc.com

PROJECT: **TOWN CENTER PHASE-I IMPROVEMENTS**

LOCATION: **STREETScape PLAN**

SCALE: **1" = 20'**

PROJECT: **TOWN CENTER PHASE-I IMPROVEMENTS**

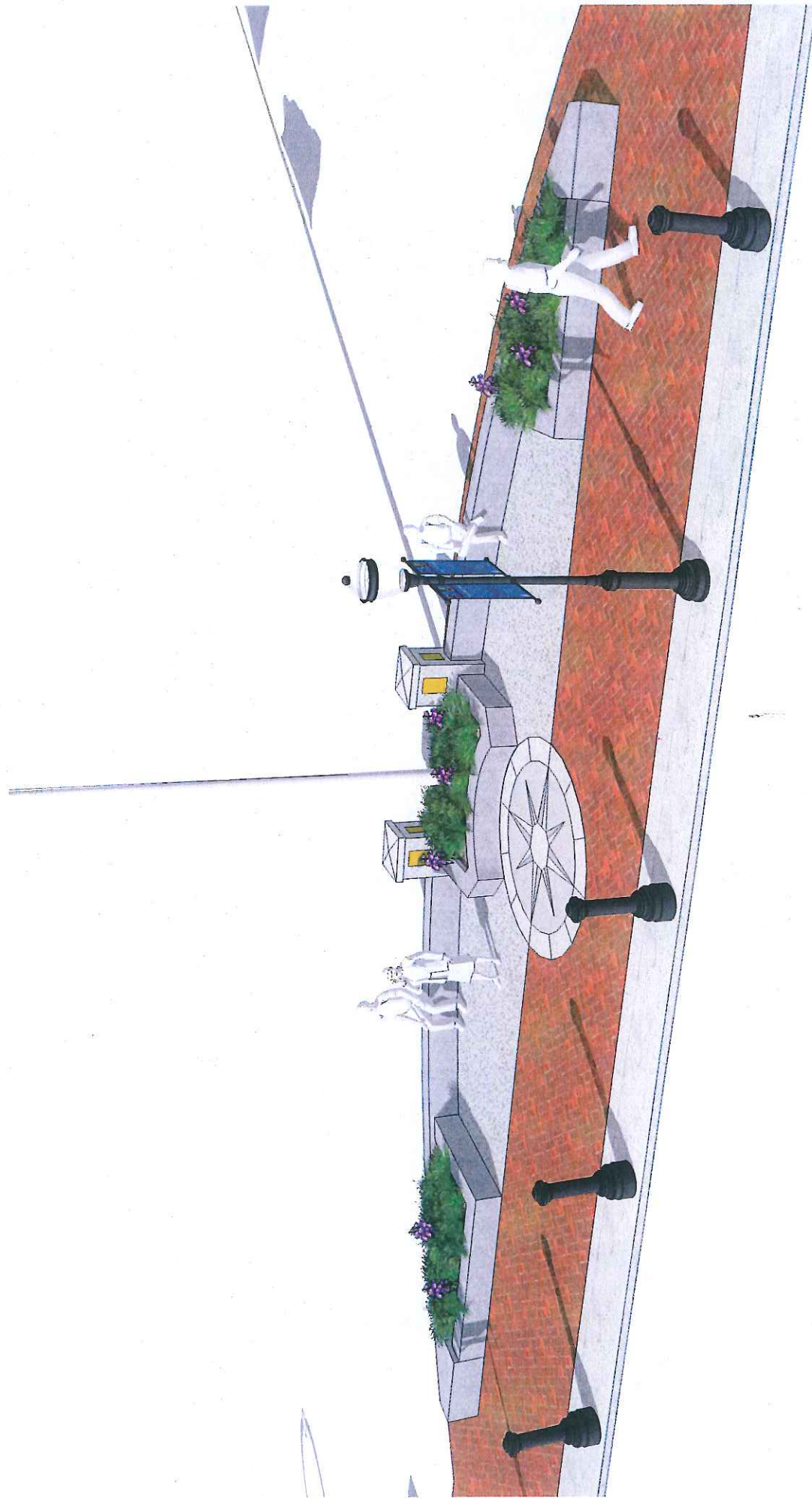
LOCATION: **STREETScape PLAN**

SCALE: **1" = 20'**



Streetscape @ Town Common





Streetscape @ Seawall

 Downtown Needham
Needham, Massachusetts

Streetscape Improvements **BETA**
January ~ 2016 ENGINEERING SUCCESS TOGETHER



Streetscape @ Memorial

Downtown Needham
Needham, Massachusetts

Streetscape Improvements
January ~ 2016

BETA
ENGINEERING SUCCESS TOGETHER

Pavement Inserts



Bronze Inserts in Concrete



Inserts in Brick

PAVEMENT INSERT IDEAS:

- Sheep
- Rocketts
- Theater (Hollywood Star, Marquee)
- Cricket (Sport)
- Pansy
- Old School House
- Others?



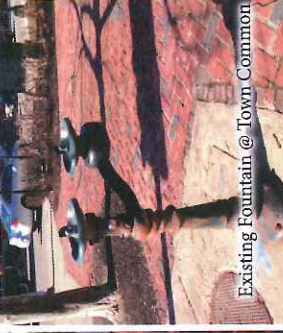
Granite Compass Rose



Needham Pansy as Bronze Insert



Site Furnishings





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

MEETING DATE: 01/12/2016

Agenda Item	FY2015 Financial Audit
Presenter(s)	Scott C. McIntire CPA, Melanson Heath & Company, P.C. David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representatives from the audit firm of Melanson Heath & Company, P.C will update the Board as to their recently completed audit of the Town's general purpose financial statements for FY2015 and their recommendations.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	<u>NO</u>
3.	BACK UP INFORMATION ATTACHED	<u>YES</u>	NO
a. Memo from Assistant Town Manager Dated Thursday, January 07, 2016 b. FY2015 Audit and Management Letter under separate cover.			

Memo

To: Members of the Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Anne Gulati, Director of Financial Operations for Needham Public Schools; Daniel E. Gutekanst, Superintendent of Schools; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: January 7, 2016
Re: Fiscal Year 2015 Annual Audit

FY2015 Audit

The independent audit firm Melanson, Heath and Company, PC (MHC) has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2015. Mr. Scott C. McIntire CPA from the firm is scheduled to meet with the Board on Tuesday, January 12, 2016. He will give an overview of the audit process and MHC's comments regarding their recommendations to management. We will be available to address questions that the Board may have.

The Auditors included in their Management Letter to the Town an advisory on the new Single Audit requirements that we will be subject to beginning in 2016. This will require even greater diligence, especially by the School Department, on the use of Federal funds. The new requirements will impact many operational aspects including, but not limited to (1) program management, (2) asset management, (3) procurement, and (4) monitoring the activities of third parties.

An invitation will be extended to the members of the Finance Committee through the Executive Secretary and through School Superintendent to members of the School Committee to attend your meeting so that they will also have an opportunity to hear the report first hand.

Please do not hesitate to contact me if you have any questions prior to the meeting.

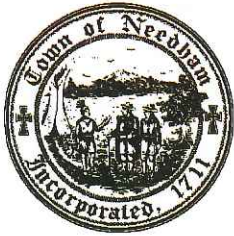


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/12/2016

Agenda Item	ALICE Program – Enhanced Security Procedures
Presenter(s)	Dan Gutekanst, Superintendent of Schools Tom Campbell, Director of Human Resources, NPS John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Dr. Gutekanst, Dr. Campbell and Chief Schlittler will outline for the Board enhanced security procedures planned for the Needham Public Schools.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Memo to the Board of Selectmen from Tom Campbell & John Schlittler dated January 12, 2016			
b. ALICE Program Enhanced Security Procedures PPT			



NEEDHAM PUBLIC SCHOOLS

A SCHOOL AND COMMUNITY PARTNERSHIP THAT
CREATES EXCITED LEARNERS ♦ INSPIRES EXCELLENCE ♦ FOSTERS INTEGRITY

OFFICE OF THE DIRECTOR OF HUMAN RESOURCES
THOMAS F. CAMPBELL, Ed.D.



TO: Needham Board of Selectmen

FROM: Tom Campbell, Ed.D.
Director of Human Resources

John Schlittler
Chief of Police

DATE: January 12, 2016

RE: School Safety

Over the last two years, the Needham Public Schools has collaborated with the Needham Police to evaluate the district's protocol in the unlikely event of a school shooting in our district. We have learned a great deal from past unfortunate and tragic shooting events that have occurred in other schools around the United States. The examination of our school safety procedures has caused us to rethink our response to a school shooting and to maximize safety for our students and adults in the schools.

For many years, the response to a threat in our schools was consistent with many public school districts in the United States where a "lockdown" consisted of closing the doors, drawing the shades, turning off the lights, and huddling as a group in the classroom. Based on the research of tragic events including Columbine High School, Sandy Hook Elementary School, Virginia Tech University and many other school shootings, a different response has been developed by a police officer and an elementary school principal.

Founded in 1999, following the events at Columbine, Greg and Lisa Crane developed the ALICE protocol. The non-sequential protocol, Alert, Lockdown, Inform, Counter and Evacuate, provides alternatives to responding to a school shooting by presenting options to a traditional lockdown. As we investigated this new method, Needham High School administrators and Police Chief John Schlittler participated in a two-day training offered by the ALICE Institute. Needham High began the conversation about the efficacy of ALICE and spent considerable time evaluating the model as an option to adopt in school. As Needham High learned more, the principals and central office administrators began to discuss the possibility of adopting ALICE as a district.

The core of the ALICE protocol is providing options to a traditional lockdown. The "enhanced lockdown" trains adults and students to consider evacuation as an option if the location of the threat is known, and barricading doors and entry points when evacuation is not possible. As a last resort when life is endangered, the ALICE protocol uses countering strategies to impact the intruder's effectiveness such as throwing objects at the intruder.

The steps outlined by ALICE are based on data gathered from past school shootings. In a study of 160 active shooter events from 2000-2013 (39 in PK-12 and higher education), 60% of the events ended before law enforcement arrived on the scene. We have learned that the police response, no matter how fast, will rarely be

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781-455-0400 * 781-455-0426 (FAX)

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LISA TEDESCHI, ADMINISTRATIVE SECRETARY EXT. 209 MARY SANTIAGO, ADMINISTRATIVE ASSISTANT EXT. 230
TBD, HUMAN RESOURCE SPECIALIST EXT. 210

APPLY ONLINE AT [HTTP://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM](http://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM)

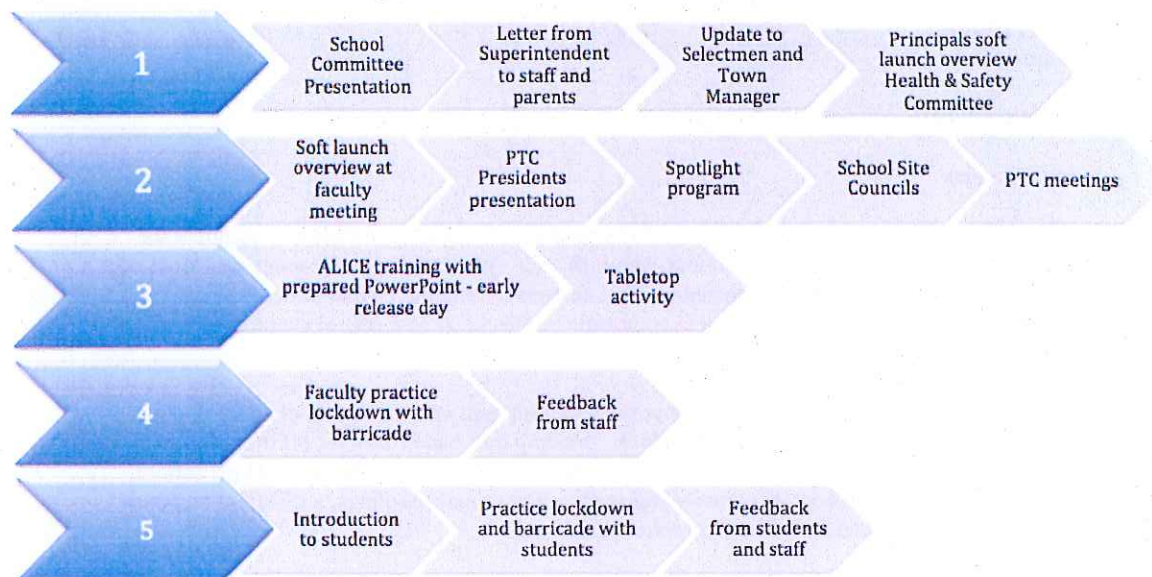
THE NEEDHAM PUBLIC SCHOOLS PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, GENDER
IDENTITY, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION AND ENSURES THAT ALL STUDENTS AND
EMPLOYEES HAVE EQUAL RIGHTS OF ACCESS AND EQUAL ENJOYMENT OF THE OPPORTUNITIES, ADVANTAGES,
PRIVILEGES AND COURSES OF STUDY.

quick enough. At Columbine High School, the majority of fatalities occurred in the library where students and an adult were hiding under tables when an exit outdoors was at the rear of the library. A full 15 minutes passed before the two gunmen entered the library. At Virginia Tech, the classrooms with least fatalities were those rooms where the door was barricaded or students jumped from the windows to safety.

A number of federal and state agencies have recommended a change to school safety plans including the US Department of Education's *Guide for Developing High-Quality School Emergency Operations Plans* (June 2013 edition); The International Association of Chiefs of Police's *Guide for Preventing & Responding to School Violence* (2009); the Department of Homeland Security's *Active Shooter: How to Respond* (2008), and the Massachusetts Task Force Reports on School Safety and Security (2014).

The Needham Public Schools has developed a plan to implement the ALICE protocol in all schools and the central office building. A carefully designed implementation plan identifies the following phases:

ALICE Implementation Plan



To date, several police and school staff have participated in the train-the-trainer model and several additional administrators and teachers are scheduled to be trained. In addition, Needham will be hosting the ALICE Institute's two-day train-the-trainer model in June 2016.

We look forward to the work ahead as we continue to evaluate ways to ensure the highest level of school safety for every student and adult in our district.

CC: Daniel E. Gutekanst, Ed.D. Superintendent of Schools
 Kate Fitzpatrick, Town Manager
 Dennis Condon, Chief of Fire Department

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LISA TEDESCHI, ADMINISTRATIVE SECRETARY EXT. 209 MARY SANTIAGO, ADMINISTRATIVE ASSISTANT EXT. 230
 TBD, HUMAN RESOURCE SPECIALIST EXT. 210

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THE NEEDHAM PUBLIC SCHOOLS PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, GENDER IDENTITY, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION AND ENSURES THAT ALL STUDENTS AND EMPLOYEES HAVE EQUAL RIGHTS OF ACCESS AND EQUAL ENJOYMENT OF THE OPPORTUNITIES, ADVANTAGES, PRIVILEGES AND COURSES OF STUDY.

Needham Public Schools

ALICE Program Enhanced Security Procedures



Presentation to the Needham
Board of Selectmen

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ALICE



ALICE is an acronym for:

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

ALICE is not designed to be sequential

Collaborative effort with Needham Public Safety

Traditional Lockdown



- œ The current responses to an armed intruder in the building is called a "lockdown."
- œ Teachers will lock the door and escort any students they see in the hallway into their class.
- œ They will shut and lock the door, and move students out of sight to remain silent.

Lockdown Assumptions



- œ The Police will respond quickly.
- œ The Police will stop the active shooter/intruder.
- œ The locks on the door will be sufficient.
- œ Staying silent and hidden is the safest approach.

Why ALICE?



- œ The police response, no matter how fast, will rarely be quick enough.
- œ FBI report: Of the 160 active shooter* events from 2000-2013, 60% of the events ended before law enforcement arrived. Forty percent of the shooters committed suicide.
 - œ 27 events occurred in PK-12 schools, 12 in higher ed.
- œ Ninety-eight percent of the active shooter events had one perpetrator. Columbine and Jonesboro had two perpetrators who never left each other's side.
- œ 80% of trained police officers will miss their target in a dynamic situation.

*active shooter is defined as a event in which shooting is in progress where police respond using specific portocols

Recent Research and Advice



- œ Department of Homeland Security (2008)
- œ Department of Justice (2011)
- œ Department of Education (2013)
- œ New York City Police Department (2012, 2013)
- œ Massachusetts Task Force Report on School Safety and Security (2014)

Columbine to Sandy Hook

	Columbine Library 1999	Virginia Tech 2007	Sandy Hook 2012
Number of Bad Guys	2	1	1
Minutes of Shooting	8.5	8	5
Number Present	56	8	~50
Age of Victims	Minors	Adults	Minors and Adults
Casualty Percentage	~50%	~50%	*Unknown how many rooms entered
Number Wounded	12	17	2
Number Killed	10	30	26

Passive & Static to 'Enhanced Lockdown'

- ⌘ What are standard human responses when threatened?...Freeze, Flight, and Fight
- ⌘ How do we teach students to respond to the following threats:
 - ⌘ Stranger Danger?
 - ⌘ Fire?

ALICE Program



œ The ALICE program is based on shifting the default response from 'Freeze' to 'Flee'.

œ Alert

œ Lockdown

œ Inform

œ Counter

œ Evacuate

Alert



œ Shift from using codes or a generic call for a lockdown to more specific information.

œ "Code Silver"

œ Awareness of gunshot sounds. Most people when hearing a gun shot do not think it is a gun shot. Most will process and rationalize as construction noise, the band, a science experiment, firecrackers, etc.

Evacuate



- œ Provide students with the ability and *permission* to evacuate – 'off limit' areas, breaking windows to escape. If there is an escape path, an option is to evacuate.
- œ Remove as many potential targets as possible.
- œ Evacuation is inevitable during a dangerous intruder event anyhow, and it matches a natural response to a dangerous intruder.

Lockdown



- œ More than locking a door, using furniture in the room to barricade the entrance to the room and other materials such as a belt or electrical cord to wrap around door knob or hinge.
- œ 'Enhanced Lockdown'



Inform



- œ Throughout the event, someone who can continuously report real-time information about the incident if possible;
 - œ To inform police to the whereabouts of the individual(s) and possible identity.
 - œ To inform students/teachers of the whereabouts so they can decide whether to barricade or flee.
 - œ To distract the intruder.

Counter



- œ As a last resort when life is in danger, use countering strategies to impact the intruder's effectiveness.
 - œ Eighty-percent of trained police officers miss a dynamic target. Why were shooters so successful in Columbine, Sandy Hook and some classes at Virginia Tech?
- œ Throwing objects at the intruder.
- œ Physically overwhelm the intruder.

So, what does this all really mean?

- œ It means there are options:
 - œ Remain in the room behind a barricaded door
 - œ Get out of the building (each school needs a designated meeting area)
 - œ If needed, fight back with objects, yelling, etc.

Next Steps

- œ Train staff, inform parents
- œ A 'Low Key' Lockdown to assess rooms for options and items to use in a barricade.
- œ Time during future professional development day for additional training.
- œ Lockdown to practice new approaches.
- œ Lockdown to practice enhanced options.



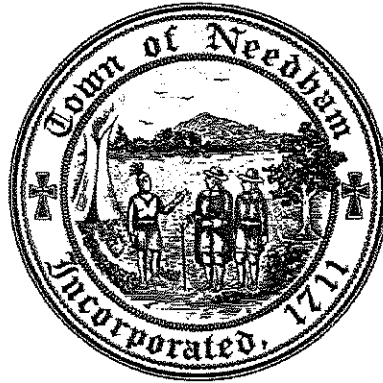
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/12/2016

Agenda Item	Open and Close Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend that the Board vote to open and close the warrant for the February 10, 2016 Special Town Meeting. The Board may wish to identify a snow date in the event of severe weather – such as February 22nd or 24th.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to close the warrant for the February 10, 2016 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Draft Warrant dated January 8, 2016			

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

WEDNESDAY, February 10, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

WEDNESDAY, THE TENTH DAY OF FEBRUARY, 2016

At 7:30 in the afternoon, then and there to act upon the following articles, viz:

HUMAN RESOURCE ARTICLES

**ARTICLE 1: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
POLICE SUPERIOR OFFICERS ASSOCIATION**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE 2: APPROVE COLLECTIVE BARGAINING AGREEMENT –
BCTIA/CUSTODIANS AND TRADES**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian and Trades Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

**ARTICLE 3: AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT
AGREEMENT OF THE MINUTEMAN REGIONAL
VOCATIONAL SCHOOL DISTRICT**

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated "Regional Agreement" bearing the date of December 21, 2015 to the Board of Selectmen of each member town.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE 4: APPROPRIATE FOR FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate \$90,000 for a feasibility study for the repair, renovation and/or addition to the Police Station & Fire Station #1 to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the acquisition of real property and associated site costs, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

Given into our hands at Needham aforesaid this 12th day of January 2016.

MAURICE P. HANDEL, *Chairman*
MATTHEW D. BORRELLI, *Vice Chairman*
MARIANNE B. COOLEY, *Clerk*
DANIEL P. MATTHEWS
JOHN A. BULIAN

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

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**Town Clerk's Office
Needham, MA 02492**

ATTN: SPECIAL TOWN MEETING WARRANT



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

MEETING DATE: 1/12/2016

Agenda Item	Open Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board is scheduled to open the warrant for the 2016 Annual Town Meeting. The Warrant is scheduled to be closed on February 9th.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to open the warrant for the 2016 Annual Town Meeting.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Preliminary List of Warrant Articles			

DRAFT
Preliminary List of Warrant Articles
2016 Annual Town Meeting
1.12.2016

Annual Town Election	Board of Selectmen
Committee and Officer Reports	

HUMAN RESOURCES ARTICLES

Establish Elected Officials' Salaries	Personnel Board
Collective Bargaining Agreement/Fire Union	Board of Selectmen
Collective Bargaining Agreement/Police Superior Officers	Board of Selectmen
Collective Bargaining Agreement/PFD – Custodians & Trades	Board of Selectmen

FINANCE ARTICLES

Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
Appropriate for Needham Property Tax Assistance Program	Board of Selectmen
Appropriate for Senior Corps Program	Board of Selectmen
Appropriate for Compensated Absences	Board of Selectmen
Appropriate for Emergency Management Program	Board of Selectmen
Appropriate for Public Facilities Maintenance Program	Board of Selectmen
Appropriate the FY2017 Operating Budget	Finance Committee
Appropriate the FY2017 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2017 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2017 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
Continue Departmental Revolving Funds	Board of Selectmen
Authorization to Expend State Funds for Public Ways	Board of Selectmen

ZONING/LAND USE ARTICLES

Amend Zoning By-law/

GENERAL ARTICLES/ CITIZENS' PETITIONS/COMMITTEE ARTICLES

Amend General By-Law – Historic Demolition Delay	Board of Selectmen
Amend General By-Law – Future School Needs Committee	Board of Selectmen
Acceptance of Easements	Board of Selectmen
Change of Use of Property for Municipal/Educational/Recreational/Parkland	Board of Selectmen
Home Rule Petition/Article 97 Change of Use of Property	Board of Selectmen

COMMUNITY PRESERVATION ACT ARTICLES (Placeholders)

Appropriate for CPA Project - Seabeds Way Emergency Repair etc.	CPC
Appropriate for CPA Project – Community Housing Specialist	CPC
Appropriate for CPA Project - Memorial Field Drain Improvements	CPC
Appropriate for CPA Project – Trail Improvements – Student Conservation	CPC

Appropriate for CPA Project – Transfer to Conservation Fund	CPC
Appropriate for CPA Project – Rosemary Lake Sediment Removal	CPC
Appropriate for CPA Project – Rosemary Recreation Complex Design	CPC
Appropriate for CPA Project – Purchase of Open Space	CPC
Appropriate to Community Preservation Fund	CPC

CAPITAL ARTICLES

Rescind Debt Authorizations	Board of Selectmen
Appropriate for General Fund Cash Capital	Board of Selectmen
Appropriate for Public Works Infrastructure Program	Board of Selectmen
Appropriate for RTS Fleet Replacement	Board of Selectmen
Appropriate for RTS Stormwater Plan	Board of Selectmen
Appropriate for Sewer Main Extension Design	Board of Selectmen
Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen
Appropriate for Water System Rehabilitation Program	Board of Selectmen

TOWN RESERVE ARTICLES

Appropriate for Athletic Facility Improvement Fund	Board of Selectmen
Appropriate to Workers Compensation Absences Fund	Board of Selectmen
Appropriate to Capital Improvement Fund	Board of Selectmen
Appropriate to Capital Facility Fund	Board of Selectmen
Appropriate to Debt Service Stabilization Fund	Board of Selectmen
Appropriate to Stabilization Fund	Board of Selectmen & Finance Committee
Omnibus	Board of Selectmen



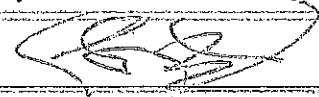
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/12/2016

Agenda Item	Solar Kiosk Naming
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At its meeting on December 22, 2015, the Board discussed the naming of the new kiosk intended to provide the public with information about the solar array at the RTS in honor of Sam (“Solar Sam”) Weihe. Solar Sam devoted his retirement years to educating students about the power of the sun. A man ahead of his time, his innovation and creativity led him to design products that were educational, recreational and inspirational. The Board’s naming policy requires that any vote on a request to name a facility may occur no sooner than the next regularly scheduled meeting. The Town Manager will recommend that the Board approve the naming of the kiosk.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> that the Board approve the naming of the new kiosk intended to provide the public with information about the solar array at the RTS in honor of Sam (“Solar Sam”) Weihe.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Naming of Facilities and Placement of Materials b. Background Information about Solar Sam			

Town of Needham Board of Selectmen

Policy Number:	BOS-DIS-003
Policy:	Naming of Facilities and Placement of Materials
Date Approved:	April 13, 2005
Date Revised:	May 11, 2010
Approved:	 Chairman, Board of Selectman

Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial or ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

Procedure:

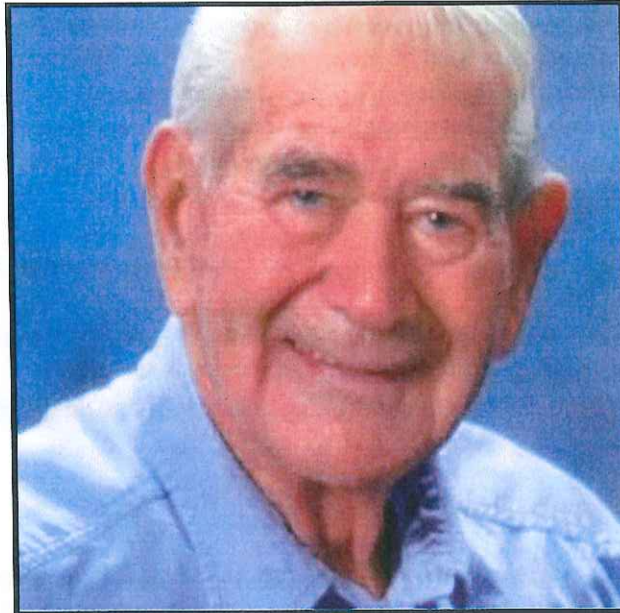
1. A proposal to name a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. The Board will vote on the proposal no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment. The Board of Selectmen may appoint a committee to assist with its review of any proposal.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the peace or safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or

covenants; or create a significant budgetary obligation on the Town for which no provision has been made.

5. Donation of funds, memorial objects, artwork, signs, fixtures, or in-kind services must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.
6. Requests for naming of facilities or placement of memorials on land not under the jurisdiction of the Board will be referred to the appropriate Board.

Sam Weihe
"Solar Sam"

March 24, 1918 – February 7, 2010



Sam Weihe, a Needham resident for over 56 years, was known to thousands of students, teachers and parents as "Solar Sam." He engaged us in understanding that, "Every hour, enough sunlight energy reaches the Earth to meet the world's energy demand for a whole year."

– U.S Department of Energy

Document prepared by David E. Svendsen, October 2015.

SAM'S BEGINNINGS:

Sam was born in 1918, the year the Red Sox won the pennant. He grew up just south of Pittsburg, PA, the coal mining capital of the world. The area had the best coke in the world – coal that had been burned to get rid of the impurities, which, in turn, made the best steel. Sam served in the Merchant Marine in the North Atlantic during World War 2. He moved to Harrisburg, PA in 1950 to work for a chemical firm that made commercial dishwashing detergents, and 4 years later, relocated to Needham, MA. Over the years, Sam found innovative ways to improve the dishwashing machines he had observed while selling his product. Sam worked away in his garage on Lindberg Street, his home for over 56 years, building a prototype of a revolutionary "new" commercial dishwasher.

Previously, a restaurant had to have two separate machines – one for glass and one for dishes. All the food that came off dishes was recycled, and occasionally the soiled dish water would splash over into the rinsing areas. This was not visible on the dishes, but it was on the glassware. It was conventional wisdom that this was the best that could be hoped for from a machine. According to Sam, it didn't have

to be that way. Time to be creative. Sam tried to convince his company that there was a better way, but shortly thereafter he was fired. As the leading supplier of detergents, Sam's company worked closely with the Hobart company, the leading supplier of dishwashing machines. Hobart was not interested in Sam's theories, and did all they could to derail his efforts.

Sam was now 40, with two daughters, one heading off to college, with a family to support and no job. He had borrowed \$5K from a bank in PA to build his "dream." Within 2 to 3 months after losing his job, Sam had perfected his machine. He founded Adamation Inc., a company that revolutionized commercial dishwashing. Adamation dishwashers were used all over the world, including Howard Johnson's, the House of Commons, Selfridge's Department Store, TWA, Waldorf Astoria in NY, MIT, Harvard, Glover Memorial Hospital, and across the world. Sam's invention was a success!

Sam described himself as a "gadgeteer," not an engineer. He was an inventor and gadgeteer who held 27 patents.

Auxiliary Solar Powered Auto Drive System Pat. # 5,680,907 Oct. 28, 1997

Auxiliary solar-powered automobile drive system

<https://patentimages.storage.googleapis.com/pdfs/US5680907.pdf>

From Jane Weihe and the Needham Youth Commission:

Sam's interest in solar power started shortly after Sam retired at age 75, when one of his daughters enthusiastically introduced him to solar energy. Being a gadgeteer, Sam quickly purchased a few 12 volt solar panels and thought of an application he could test. In Sam's own words, "Gee, I thought, this panel is 12 volt DC current, and I have a little pump in the cellar that's 12 volt DC. I wondered if this could possibly go directly from the sun to that pump? Well, when the water shot eight feet in the air, my heart jumped eight feet along with it. From that moment on, I've been seeing how many uses I can find for solar energy." Sam was dubbed "Solar Sam" by his wife Kate, and is thus known to a generation of Needham youth, whom he taught about the benefits of solar energy.

Sam wanted to show as many people as possible, and particularly young people/students that sunlight could be converted into energy. He did this with a 4 volt solar panel, some wire and a small motor. Once the sun hit the solar panel, students could see the gear in the motor rotate. Then they were given materials (spoons, popsicle sticks, pipe cleaners, etc.) and asked to create a mini-solar project. Soon, students were bringing in their own materials from home and building more interesting and exciting solar projects.

The simplicity of it all. Take an abstract concept and make it tangible and accessible to all ... then unleash the creative process. Ingredients: a 4 volt panel, some wires, a motor, Solar Sam, and a pinch of creativity.

Steve Maas, Editor of Metro West, wrote:

"Sam poured his heart and soul into developing things that run on rays."

"He made himself a presence in schools, spreading the gospel of solar energy."

"Imagine if someone with Sam's devotion were to occupy the White House."

Dan McCulloch of the Cape Cod Times wrote about Sam in 1994:

"The future has arrived already – and it looks sunny."

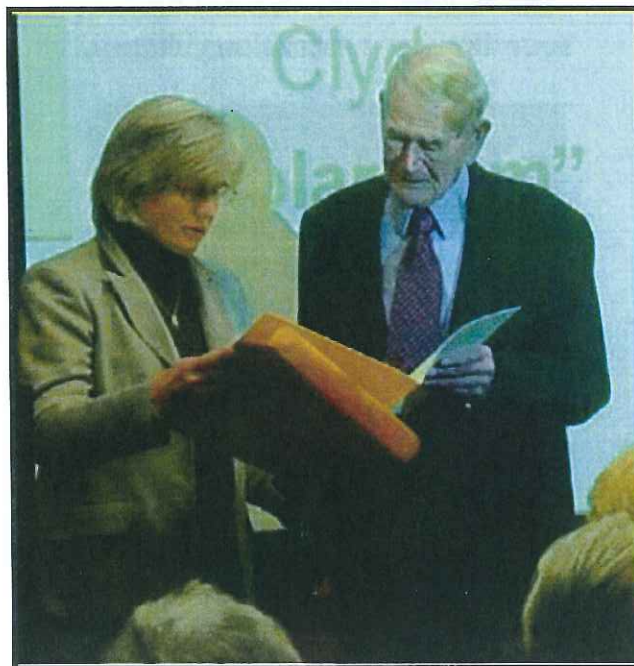
"He's a guy of boundless energy, like Johnny Appleseed, spreading the seeds of solar energy. He's a natural teacher with the body of a retired tennis pro, the disposition of Mr. Rogers and the enthusiasm of a barker at a carnival sideshow. His mission in life is to show the future of solar power to young people."

2009 Recipient of the Patrick C. Forde "Good Person Award" from the Needham Youth Commission

For his dedication to solar energy and science education. Sharon Pickering, head of the science department at Pollard Middle School and Weihe's nominator said, "He is Needham's own Bill Nye, the science guy. The kids love him."

https://www.youtube.com/watch?v=nC0F3_vaP4U

<http://www.needhamma.gov/DocumentCenter/Home/View/2158>



SAM'S TEACHING LEGACY:

Sam was able to show that sunshine can be turned into energy, and that today's sunshine can be saved with renewable batteries, and stored for tomorrow's needs.

In 2010 when it was announced at Needham High School that Sam had died at age 91, my wife, Guna, observed a sadness in the students in her class. They all remembered "Solar Sam," having met him in elementary or middle school ... "the nice man who made a difference."

Most of all, Sam loved children – young and old ... and children loved Sam!

Sam's teaching style was: learn by doing – "lessons that were educational, inspirational and recreational." A simple lesson, taught simply.

Sam was an optimist. He believed that change came from the bottom up. He believed that everyone, no matter who they were, could make a difference. Every day he was determined to do just that ... to make a difference. Sam did not wait for knowledge of alternative energy sources to work their way into mainstream culture. Sam shared that knowledge, day after day after day. Once he understood the power of the sun's energy, he was determined to share that knowledge with students and anyone else who would listen.

**Mr. Weihe, Sam, "Solar Sam" ...
Your life was a marvelous victory.**



3 OF SAM'S SOLAR INVENTIONS:

Solar Sam's Lawn Mower

No Rope to Pull!
No gas to make it run!
Sunshine powers the Sun of a gun!



Solar Powered Innovations
*Creating Unlimited Uses For
Unlimited Solar Energy.*

Solar Sam's Products
17 Lindbergh Avenue
Needham, MA 02494

SOLAR CRUISING ON THE CHARLES



Solar Powered Innovations

*Creating Unlimited Uses
for Unlimited Solar Energy
Solar Sam's Products*

*The amount of sunshine energy that hits the earth every minute is greater than the total
amount of energy that the world's human population consumes in a year.
U.S. Department of Energy*

SOLAR POWERED INNOVATION By: Solar Sam

17 Lindbergh Avenue • Needham, MA 02194 • (617) 444-4725

You can
REPLACE EXPENSIVE BATTERIES
 with wood substitutes and a
SOLAR PANEL THAT WILL
LAST FOR YEARS!



Did You Know?

"The amount of sunshine energy that hits the surface of the earth every minute is greater than the total amount of energy that the world's human population consumes in a year."

U.S. Department of Energy

SOLAR POWERED INNOVATIONS
 Waukegan, IL 60084
 781-444-7948

SOLAR SAM'S



SOLAR BALL

Powered with 21st Century Fuel
 SOLAR POWERED INNOVATIONS
 17 Lindbergh Avenue, Waukegan, IL 60084



**MADE WITH REUSABLE
 SOLAR COMPONENTS**

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No one can use Solar Sam's or Solar Ball
 without the permission of Solar Powered Innovations, Inc.

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Solar Powered Innovations

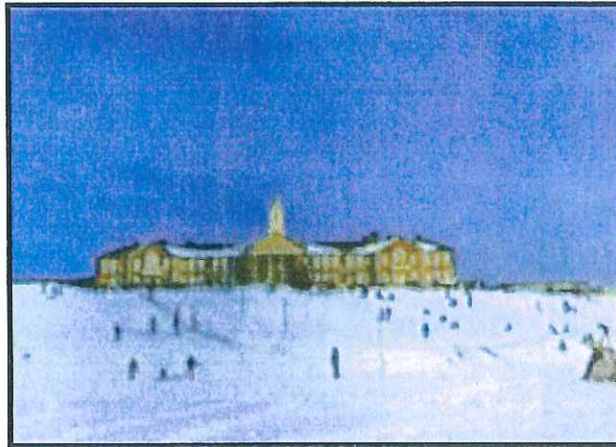
Creating Unlimited Uses for Unlimited Solar Energy

Solar Sam Products

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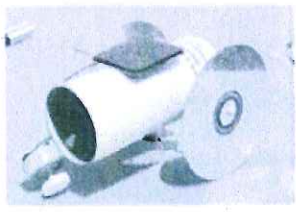
SAM'S CONTRIBUTIONS TO THE NEEDHAM COMMUNITY:

1962 — He built a rope tow and produced artificial snow for kids of all ages to enjoy winter on the High School hill



“Solar Sam” fostered solar awareness in the young and young at heart for over 20 years. He invented the Solar Explorer, his version of a solar powered car satisfying his vision to design products that were “educational, recreational and inspirational.”

❖ Extra! Extra! Extra! — CD Wheel(s)



- ❖ CD wheels on your Solar Explorer will run better — It's all in the mechanics —
 - ❖ The CD's are well rounded and soft so will roll more evenly on the ground
 - ❖ The CD wheels are bigger. Large wheels can roll easier than smaller wheels
 - ❖ The narrow edge minimizes contact with the ground so minimizes friction.

❖ Using 2 old CD's you can modify your Solar Explorer as shown:

- ❖ Disassemble the rear wheels of your explorer and remove the hubs
- ❖ Apply glue to the CD's and attach the hub as close to the center as possible
- ❖ Allow the glue to dry then reassemble your Solar Explorer

❖ Do you need detailed directions?

- ❖ View and download free directions at www.SolarSam.com



Did you know?
Every hour, enough sunlight energy reaches the Earth to meet the world's energy demand for a whole year.
 U.S. Department of Energy

❖ You can create many other great things with the parts in your Solar Explorer Science Kit.

Picture using motor as a generator to light a small light bulb	Picture of a juice bottle car with CD wheels
Picture of a radio running on the panel	Picture of the Solar power device. Running a gear and recharging a battery

❖ We would love to hear about your creations. Email them to jsam@SolarSam.com

Solar Sam® Products: Designed to be Educational, Recreational and Inspirational
www.SolarSam.com

© 2007 by Alternative Energy Project Inc., Needham, MA

Sam created the world's largest Solar Powered Valentine with the Pollard Middle School Solar Club:
 "My Heart Rocks for You."
 (Appeared in the Needham Times)



He also built a Solar Powered Cart with a solar electric filling station ... goal 1 million rides
 (Needham Times Front Page, January 15, 1998)



SOLAR SAM'S GOAL — One Million Cart Riders



Needham Mitchell Elementary School

sets a record for introducing Solar Energy AWARENESS.

On April 5th and 6th 2004, 400 students Kindergarten thru 6th Grade experienced having a 100% solar powered ride.

A solar powered merry go round was provided for the Kindergarten kids and solar powered chariots gave the grade one to six a solar ride.
The Principal and Teachers rode on a solar powered "Chair Mobile."

Dr. Mike Schwinden (Principal), Mike Toranto and Solar Sam (Clyde Weihe) provided the supervision to make it all happen.

Solar Sam provided the equipment and thoroughly enjoyed the excitement as 400 kids got a taste of Solar Energy. Solar Sam's daughter, Jane, started school as a 1st grader at Mitchell 50 years ago. Jane is now a teacher at Burnt Hills, NY. She has been responsible for Solar Sam's interest in promoting non-polluting, INEXHAUSTIBLE Solar Energy.



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

MEETING DATE: 1/12/2016

Agenda Item	FY2017 Budget Consultation & Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will update the Board on the FY2017 budget submissions, and will recommend that the Board adopt budget priorities for the year. The priorities were discussed by the Board at its meeting on November 24, 2015.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion: that the Board vote to adopt a Fiscal Year 2017 Statement of Operating Budget Priorities.</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Town Manager Budget Items Under Consideration b. FY2017 Statement of Budget Priorities			

**Board of Selectmen
Fiscal Year 2017 Statement
Of Operating Budget Priorities
January 12 2016**

The primary goal of the Board of Selectmen in consideration of the FY2017 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2017:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of creative financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address the general administrative needs of the Town in the most cost effective manner.
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support for the stewardship of existing land and resources, including expansion (both in terms of amount and usability) of Town-owned land for active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.



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

MEETING DATE: 1/12/2016

Agenda Item	Massachusetts Municipal Association Resolutions
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Board members will discuss the resolutions proposed for action at the 2016 Annual Business Meeting of the Massachusetts Municipal Association.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion: that the Board vote to approve (or oppose) the following resolutions and authorize the chairman/designee to cast a ballot accordingly at the MMA Annual Business Meeting:</i> 1. <i>Proposed Resolution Supporting a Strong and Enduring Local-State-Federal Partnership to Protect the Environment</i> 2. <i>Proposed Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2017 and Beyond</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Proposed Resolution Supporting a Strong and Enduring Local-State-Federal Partnership to Protect the Environment b. Proposed Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2017 and Beyond			

Proposed Resolution Supporting a Strong and Enduring Local-State-Federal Partnership to Protect the Environment



Whereas, the cities and towns of Massachusetts are national leaders as environmental stewards, embracing renewable energy technology, protecting and preserving land and natural resources, and providing safe, clean and affordable drinking water, wastewater and stormwater management systems; and

Whereas, 155 municipalities have become Green Communities and 350 municipalities host renewable facilities, producing more than 985 megawatts of solar power, far exceeding the original solar goal of 250 megawatts by 2017, established in the 2008 Green Communities Act; and

Whereas, thanks in great part to the leadership of cities and towns, Massachusetts is now ranked number one in the nation in energy efficiency and ranked sixth for solar energy generation; and

Whereas, the dramatic increase in locally based and locally supported renewable energy facilities has occurred under existing property tax laws that enable cities and towns to appropriately collect revenues from private developers and protect the interests of local taxpayers; and

Whereas, cities and towns are among the largest consumers of energy in Massachusetts and 25 percent of the region's power resources are facing retirement, energy demand for electricity generation is expected to exceed capacity in the winter months; and

Whereas, an enhanced and diversified state energy portfolio that includes new technology such as energy storage capacity could provide safe, efficient and uninterrupted energy delivery to improve our economic growth and provide a high quality of life for our residents; and

Whereas, the Massachusetts Water Infrastructure Finance Commission has estimated a \$20.4 billion gap needed for water and wastewater infrastructure over the next 20 years, in addition to an \$18 billion shortfall in resources necessary to fund proposed federal stormwater regulations; and

Whereas, the federal government continues to impose costly environmental regulatory requirements on the cities and towns of Massachusetts without any additional appropriations; and

Whereas, the cities and towns of Massachusetts cannot continue to absorb these and additional unfunded mandates and the corresponding workload imposed by the Commonwealth of Massachusetts and the federal government without reimbursement or relief, as these state and federal unfunded mandates undermine the ability of municipal officials to adequately safeguard the environment and maintain current services and programs;

Therefore, it is hereby resolved that the members of the Massachusetts Municipal Association support the following essential policy positions to ensure a strong local, state and federal partnership to protect the environment:

- The state Legislature, the governor, the Commonwealth's administrative agencies, the U.S. Congress, the president, and federal agencies should commit to a cooperative partnership with municipalities and should reject all proposals and policies that would undermine this partnership, either by imposing unfunded mandates or preempting municipal taxing authority in any way; and
- The state Legislature should pass legislation requiring the Executive Branch and the Legislature to provide a fiscal note as part of any proposal in order to clearly explain the benefits and costs imposed on municipal government and local taxpayers as a result of such legislation or regulation, including staff necessary to administer or implement said legislation or regulation and the benefits to be derived through such expenditure; and
- In the event there is a cost identified in a fiscal note, the Legislature or executive agency should refrain from enacting any legislative proposal or regulation until such time as an appropriation matching that amount is provided both initially and annually thereafter, or the enacted or promulgated proposal shall cease to have authority; and
- The state Legislature and the governor should approve a \$1 billion water infrastructure bond bill to fund water, wastewater and stormwater infrastructure improvements and grant authority to cities and towns to establish drinking water, stormwater and sewer infrastructure banks to build, repair and maintain water-related infrastructure systems; and
- The Massachusetts Department of Environmental Protection should examine the feasibility, cost, advantages and disadvantages of obtaining delegated authority from the United States Environmental Protection Agency, otherwise known as primacy, over the enforcement of National Pollutant Discharge Elimination System programs, as state primacy could possibly reduce the administrative burden for communities through improved science, new technology, and a more efficient permit process by integrating all aspects of watershed management and providing communities more flexibility in meeting permit requirements; and
- The state Legislature and the governor should develop a balanced, long-term energy plan with a range of energy sources to ensure a diversified and sustainable energy supply for residents, businesses and communities; and
- The U.S. Congress and the president should, at a minimum, restore funding for the Drinking Water and Clean Water state revolving fund programs to the fiscal 2010 level of \$1.38 billion and \$2.1 billion, respectively, in the fiscal 2017 Interior Appropriations Bill; and
- With the coastal waters and estuaries of Massachusetts threatened by pollution and sea-level rise, the state and federal government should work with coastal communities to provide more funding and expertise to help mitigate the aforementioned issues; and

It is further resolved that a copy of this resolution shall be presented to the governor, the members of the General Court of the Commonwealth, the members of the Massachusetts Congressional Delegation, and the president of the United States.

Proposed Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2017 and Beyond



Whereas, the residents and businesses of Massachusetts expect and deserve high-quality public services delivered by their local governments, and rely on those services to support and raise their families, build economic security, and live safely; and

Whereas, the continuing fiscal health of local government will rely on adequate, sustainable and predictable revenues to support local services and capital programs; and

Whereas, the prosperity and economic and social well-being of the residents and businesses of the Commonwealth are directly related to the fiscal health of cities and towns and the quality of municipal services and roads and buildings that communities provide; and

Whereas, cities and towns are more reliant on the tightly capped property tax to fund local budgets than any time in the past 30 years, and this overreliance on the property tax, coupled with unavoidable growth in basic local costs and future obligations, has limited the ability of cities and towns to respond to new challenges and opportunities; and

Whereas, the local government share of the cost of schools and public education under Chapter 70 has grown to a 15-year high, and the state share has dropped steadily even as costs have grown due to special education and other mandated obligations; and

Whereas, the governor and the Legislature have a long history of working collaboratively with city and town officials to constructively solve major public policy challenges, particularly since 1980, the year that Proposition 2½ was enacted by the voters; and

Whereas, to reduce today's overreliance on the regressive property tax and ensure that municipalities have the fiscal capacity to deliver the high-quality services that are essential to support local economies, families and businesses in every corner of the Commonwealth, it is imperative that cities and towns receive an adequate share of state revenues, have an effective municipal tax system, and receive protection from excessive state and federal mandates;

Therefore it is hereby resolved that the members of the Massachusetts Municipal Association support the following essential policy positions to ensure a strong partnership between cities and towns and the Commonwealth in fiscal 2017 and beyond:

In the Area of Municipal and School Aid:

- In fiscal 2017, unrestricted municipal aid should grow at least at the same rate as the growth in state tax collections, and be distributed without earmarks, conditions or restrictions to all cities and towns, so that local officials and residents can adequately fund public safety, public works, and all basic municipal and school services while avoiding overreliance on the property tax;

- The full share of Lottery and gaming revenue dedicated to help pay for municipal services should be used to help fund unrestricted municipal aid;
- Chapter 70 school aid revenue sharing should be increased in fiscal 2017 consistent with the Commonwealth's constitutional obligation to ensure adequate funding for all schools, including the "foundation budget" adequacy standard, as updated through the recommendations of the Foundation Budget Review Commission, the "target share" equity standard, and a reasonable amount of new minimum per student aid;
- Full funding of the Commonwealth's obligations and commitments to the Special Education Circuit Breaker Program, as provided by state law, should be maintained;
- Full funding of the Commonwealth's obligations and commitments to the program for payments in lieu of taxes for state-owned land, as provided by state law, should be included in the fiscal 2017 budget;
- Funding of the Commonwealth's obligations and commitments to reimburse the costs of regional school transportation, regular school transportation, out-of-district vocational education and the transportation of homeless students under the McKinney-Vento unfunded mandate should be included in the fiscal 2017 budget;
- Full funding of the Commonwealth's obligations and commitments, as provided by state law, to reimburse cities and towns for the loss of Chapter 70 school aid that is redirected to fund commonwealth charter schools should be included in the fiscal 2017 budget;
- Full funding of the Commonwealth's obligations and commitments to Chapter 40S "smart growth" reimbursements, regional and municipal libraries, anti-gang grants, innovation and regionalization grants, and other effective municipal and school aid programs should be included in the fiscal 2017 budget;

In the Area of Timely Notice of Local Aid for Good Planning and Implementation:

- To ensure orderly and efficient financial planning at the local level and implementation of balanced and adequate local operating and capital budgets, the governor and the Legislature should reach early agreement on unrestricted municipal aid and Chapter 70 school aid and local contribution amounts so that a consensus local aid resolution can be approved and reliable Cherry Sheets can be released by March 1;

In the Area of Local Taxing Authority and Other Revenues:

- Cities and towns should be granted new local-option flexibility to adopt local taxes and other revenues to help pay for municipal and school services and the construction and maintenance of local capital projects;
- Legislation should be enacted to provide cities and towns with local-option authority to develop local rules for payments-in-lieu-of-taxes by owners of tax-exempt property; and

In the Area of Transparency and Unfunded Mandates

- It should be a high priority for the governor and Legislature to avoid unfunded mandates imposed by state law, regulation or other action on cities and towns and to fully fund current mandates or allow the requirement to be implemented at local option;
- The governor should require state agencies to prepare and publish municipal and school district fiscal impact statements for all new state regulations, amendments to state regulations, proposed agency guidelines, Executive Branch legislative recommendations filed with the Legislature, and acceptance of federal grants and all other actions, in a manner similar to Executive Order 145; and

In the Area of Capital Budgeting

- The governor and the Legislature should work together early in 2016 to ensure enactment of a multi-year transportation bond bill that provides at least \$300 million annually for local road projects, including notice of allocations for fiscal 2017 by April 1, 2017;
- The governor and the Legislature should continue to make the installation of high-speed Internet access in un-served and under-served cities and towns a high priority; and

It is further resolved that a copy of this resolution shall be provided to the governor and members of the General Court of the Commonwealth.



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

MEETING DATE: 01/12/2016

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			



For Calendar Year: 2016

TOWN OF NEEDHAM

APPLICATION FOR A WEEKDAY ENTERTAINMENT LICENSE

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the statutes relating thereto:

Name of Establishment: New Garden

Applicant (must be an individual): Raymond So

If Business is a Corporation / Corporate Name and Officers: Raymond So, president
Virginia So treasurer

If Business is not a Corporation, Name of Owner: _____

Address of Establishment: 40 Chestnut Place

Mailing Address: Same Telephone Number: 781-449-1698

Email Address: so Raymond@gmail.com Fax Number: 781-449-2557

Describe the type of entertainment at your Establishment: _____

small musical ensembles

Signature of Applicant: [Signature] Date: 12/28/15

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

[Signature]
Signature of Applicant (Mandatory)

04-2473382

Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

By Corporate Officer
(If applicable)

12/28/15
Date (required)

This License will not be issued unless this certification clause is signed by the applicant.



For Calendar Year: 2016

TOWN OF NEEDHAM

APPLICATION FOR LICENSE FOR PUBLIC ENTERTAINMENT ON SUNDAY

The undersigned hereby applies for a License for Public Entertainment on Sunday in accordance with the provisions of the statutes relating thereto:

Name of Establishment: Masala Art, Sai Restaurant, Inc.

Applicant (must be an individual): VINOD KAPOOR.

If Business is a Corporation / Corporate Name and Officers: SAI RESTAURANT, Inc.

If Business is not a Corporation, Name of Owner: _____

Address of Establishment: 990 Great Plain Avenue, Needham, MA 02492

Mailing Address: "Same" Telephone Number: (617) 230-2100

Email Address: VINODKAP00R 1@gmail.com Fax Number: (781) 863-8907

Describe the type of entertainment at your Establishment:

Pipe Music Playing through Speakers / Karaoke (occasionally)

The entertainment above mentioned is to be in keeping with the character of the Lord's Day and not inconsistent with its due observance.

No change to be made in the program without permission of the authorities granting and approving the license.

Signature of Applicant: [Signature] Date: 12-28-15.

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Applicant (Mandatory)

By Corporate Officer
(If applicable)

Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

Date (required)

This License will not be issued unless this certification clause is signed by the applicant.

**Town of Needham
Board of Selectmen
Minutes for November 10, 2015
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: Bob Pappetti, 60 Hunting Road spoke with the Board about the Add-A-Lane project and trucks using residential streets to access the construction area of the new Kendrick Street bridge. He suggested trucks use a route through Needham Crossing.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Veterans' Day Proclamation:
Mr. Borrelli read a proclamation recognizing Wednesday, November 11, 2015 as Veterans' Day in the Town of Needham.

**Motion by Mr. Borrelli that the Board of Selectmen of the Town of Needham, do hereby recognize Wednesday, November 11, 2015 as Veterans' Day and ask all citizens of the Town to join in appropriate observance of those who have served to preserve the principles of justice, freedom, and democracy.
Second: Mr. Bulian. Unanimously approved 5-0.**

7:02 p.m. Public Hearing - Eversource Energy: Bancroft Street/Bond Street
Auzenda Jordan, Eversource Energy representative appeared before the Board requesting permission to install 10 feet of conduit in Bond Street. She said the work is necessary to provide underground electric service at 45 Bancroft Street.

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

Ms. Fitzpatrick stated all paperwork is in order and reminded the Board it took preliminary action on the application at it's meeting on October 27, 2015.

**Motion by Mr. Matthews that the Board of Selectmen approve and sign a petition from Eversource Energy to install 10 feet of conduit in Bond Street. This work is necessary to provide underground electric service at 45 Bancroft Street, Needham.
Second: Mr. Bulian. Unanimously approved 5-0.**

7:04 p.m. Public Hearing - Verizon: Hancock Road
Scott Burns, Verizon New England Inc. representative appeared before the Board requesting permission to place approximately 125' of PVC conduit and 1 handhole

in Hancock Road in accordance with plan entitled "Petition Sketch for Verizon New England Inc., Locus: Hancock Road, Needham MA" dated 10/15/2015.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from Verizon New England to place approximately 125' of PVC conduit and 1 handhole in Hancock Road in accordance with plan entitled "Petition Sketch for Verizon New England Inc., Locus: Hancock Road, Needham MA" dated 10/15/2015 and attached herewith as Exhibit "A".
Second: Mr. Bulian. Unanimously approved 5-0.

Mr. Matthews noted the application contained a paragraph which was scratched out, and said he has never seen this before. He suggested counsel for Verizon New England speak with Needham Town Counsel, saying the language does not fit within the Town's very defined process. Mr. Matthews said the language should not appear in the "Order for Conduit Location" unless the parties agreed ahead of time.

7:06 p.m. Public Hearing - Application for a License to Store Underground Fuel at 353 Country Way:
Michael A. Watson, Medway Oil appeared before the Board requesting a license to store 1,000 gallons of propane fuel underground on the property owned by Murphy General Contracting, located at 353 Country Way, Needham, MA.

Ms. Fitzpatrick noted the application is in order and Fire Chief Condon is in attendance to answer any questions.

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

Motion by Mr. Bulian that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Michael A. Watson of Medway Oil to store 1,000 gallons of propane underground on the property owned by Murphy General Contracting, located at 353 Country Way with the following restrictions: 1. That the petitioner and each succeeding property owner agree to contract for an annual tank and plumbing compliance check making sure that the entire system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. the tank, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:08 p.m. Discussion with Sheriff Bellotti:

Michael G. Bellotti, Norfolk County Sheriff and Phil Droney, Needham Police Chief met with the Board to discuss concerns about families coping with drug and alcohol addiction, and the impact of incarceration for drug-related offenses on Norfolk County correctional facilities.

Sheriff Bellotti thanked the Town of Needham for partnering with the Norfolk County Sheriff's office to lend support in various ways. He said currently 550 offenders are at the Dedham jail, 80% of whom are serving 2.5 years or less, with many non-violent offenders having some type of substance abuse issue. Sheriff Bellotti said a press conference was held yesterday with Governor Baker regarding the new opiate bill. He noted he receives many phone calls from people fearful a family member may overdose, and commented on the difficulty directing people through the labyrinth of available services. He said 20% of offenders receive detox and networking services at the jail, and that money must be shifted away from housing inmates to intermediate sanction facilities and programming. He said money must be reinvested into social services. He thanked Chief Droney for his support.

Chief Droney commented on the partnership formed with the Sheriff's Department and thanked Sheriff Bellotti for his support on several occasions.

The Board thanked Sheriff Bellotti for his work.

7:20 p.m

Health and Human Services Update and Senior Center Programming: Christopher Coleman, ATM/Director of Operations, Jamie Brenner-Gutner, Executive Director, COA, Tim McDonald, Director of Public Health, and Jon Mattleman, Director of Youth Services appeared before the Board to share some of the work currently being performed, and provide an update on the new after-hours programming being offered at the Center at the Heights.

Mr. Coleman gave a brief overview of the Department of Health and Human Services, saying departments include the Council on Aging, Veterans Services, Public Health, and Youth Services. He said new initiatives at the Council on Aging include an after-hours program.

Jamie Brenner-Gutner said promoting health and wellness is the overriding issue at the COA. She said the number of programs increased to 85 in October 2015 from 60 in October 2014, averaging 17 programs per day. Ms. Brenner-Gutner said programs are now being offered on Monday and Wednesday evenings. She commented Shine appointments, now offered on Monday, increased to 500 in the last fiscal year from 200 appointments. She commented on various programs including Shakespeare, Healthy Aging, Live Strong, and Train the Brain. She said the COA is always looking for ways to reach people, and never turn people away of any age who need help from social services.

Jon Mattleman commented on suicide prevention, noting a recent youth risk behavior survey from 2014 revealed that 11% (176 students) of high school students seriously considered suicide, and that 3.4% (54 students) actually attempted suicide. He noted Massachusetts has one of the lowest suicide completion rate in the country, due in part to restrictive gun laws. Mr. Mattleman commented on technology and its influence on adolescence. He noted the upcoming middle school parenting conference will have a workshop titled "The Emotional Consequence of Being Online." He commented on the increased amount of anxiety due to technology.

Tim McDonald said his experience during his first year as Director of Public Health has been positive. He said he has been working with Ms. Brenner-Gutner on several issues, including applications to the Metro West Foundation for a social worker to work at the COA. He commented on the number of increasingly complex social service cases spread across the age spectrum in Needham, and the cooperative effort from various departments.

Mr. Coleman emphasized the tremendous support and professionalism Ms. Brenner-Gutner, Mr. Mattleman, and Mr. McDonald receive from their staff.

Mr. Handel asked for Board comment.

Ms. Cooley asked if Shine appointments during the day are fully booked, and wondered if shifting daytime hours to nighttime hours would be beneficial.

Ms. Brenner-Gutner said appointments are not fully booked, but are increasing due to referrals to the Shine program.

Mr. Handel asked Ms. Brenner-Gutner to explain the Shine program.

Ms. Brenner-Gutner explained Shine is a free health benefit service. She said more volunteers are needed for nighttime hours and she is working on it.

Mr. Borrelli asked about the potential for more evening programming in the coming year. Ms. Brenner-Gutner said she is continuing to explore the possibility of more nighttime programs.

Mr. Bulian said the Health and Human Services Department is an unsung benefit to the Town of Needham.

Mr. Handel noted the services provided at the COA touch virtually all Needham residents at one time or another.

7:40 p.m.

Full Day Kindergarten:

Dan Gutekanst, Superintendent Needham Schools, Anne Gulati, Diane Simmons, and Mary Lammi of Needham Public Schools appeared before the Board to outline

the full day kindergarten study and planning committee report, including space constraints, staffing, budgetary impact, and proposed next steps.

Dr. Gutekanst said the School Committee has been talking about full day kindergarten for many years but have not been able to achieve it, primarily because of space constraints. He said a committee was established last year to discuss a pathway to full day kindergarten in Needham, and commented the goal this year is to share the findings of the committee, gather feedback to determine next steps, implementation, and cost.

Mary Lammi explained full day kindergarten is a program that would run 4 1/2 to 6 hours a day, as opposed to a half-day program which runs 2-3 hours per day. Ms. Lammi showed a Powerpoint presentation titled "Full-Day Kindergarten Study and Planning Committee Report" dated November 10, 2015. She explained the purpose of the committee is to research rolling out full-day kindergarten, including the value, interest, space, cost, and funding.

Diane Simmons commented on comparing Needham to other communities in Massachusetts. She noted comments made in a survey completed in February 2015 sent to 500 families with children ready for kindergarten, as well as major findings from a focus group held on February 25, 2015. Ms. Simmons commented on a fair and equitable system, making full-day kindergarten a priority, space, transportation, schedule, and cost/tuition.

Ms. Lammi summarized the interest, space, and funding issues.

Mr. Handel asked whether the committee was going to approach other communities to find out the level of parental satisfaction of various kindergarten models.

Ms. Simmons said parental satisfaction was considered, and it was found that if full day kindergarten is not compulsory for all students then it is not equitable. She commented tuition is also a factor, noting some towns have scholarship programs.

Mr. Matthews asked how full day kindergarten compares with first grade in terms of the number of hours children are in school. He asked about the difference in cost between 4 hours or 6 hours per day, and wanted to know the full cost of running the program. Mr. Matthews said it would be helpful to have a map showing communities with full day kindergarten. He wondered what percentage of parents would have their children in full day or half day kindergarten, if there was not a tuition charge. He asked about a possible timeline for implementing a program.

Ms. Lammi said full day kindergarten would range from 4 to 6 hours a day, and that first grade is 6 hours per day. She commented the cost of 4 or 6 hours was not specifically considered, but rather the tuition cost of the entire program. Ms. Simmons said 80% of students attend the KASE enrichment program and are away from their home as if in full day kindergarten already.

Dr. Gutekanst commented the School Committee needs feedback from Town boards regarding a possible timeline, and noted the key issue is funding. He commented on enrollment and its impact on schools, particularly Pollard and Broadmeadow. He said there is not a specific timeline and more research is needed.

Mr. Matthews said the program has to be done within the school department or other decisions must be made about new revenue. He commented cost and space are tough questions to answer.

Mr. Borrelli said he supports the idea of a tuition based kindergarten program, and said knowing the number of users will set the cost of tuition. He asked if Pollard School would need to be retrofitted for use as a kindergarten facility. He asked if the current KASE class size is comparable to kindergarten class size.

Dr. Gutekanst said minor modifications would be required at Pollard, including retro-fitting a bathroom.

Ms. Simmon said KASE class size is comparable to kindergarten class size.

Mr. Bulian said he supports the concept of full day kindergarten. He commented on gradually introducing kindergarten, as has been done in other communities, noting space and cost are a challenge. He said he does not yet believe Needham has the space for the program. He said a new Hillside School provides more options, and noted 520 units of additional housing will create more stresses on the school system.

Ms. Cooley commented on the focus group finding that the program be fair and equitable. She said there is a deeply held belief within the community of wanting fair and equitable education for the children in Needham. She wondered if 4 1/2 hours vs. 6 hours of kindergarten would have an effect on transportation. Ms. Cooley questioned "art on a cart" at Broad Meadow and Mitchell Schools. She questioned the chart titled "Space Assumptions for Grades K-5" in the Powerpoint presentation, saying the chart is confusing and does not help the cause. Ms. Cooley said she supports full day kindergarten, but recognized some children may have challenges. She noted however, in general, parents expect full day kindergarten and that data is uneven at this point.

Mr. Borrelli said he is concerned about transportation and having children in different schools, particularly on teacher-parent night. He wondered if the program could wait until the new Hillside School opens, as that would be fair and equitable for all districts.

Dr. Gutekanst said at preschool parent night every year he is asked why Needham does not have full day kindergarten.

Mr. Handel said he supports the idea of full day kindergarten but would not want it to be compulsory. He said there is a willingness from parents to pay for the program as they are already paying for KASE. He said the Board of Selectmen supports the efforts to find a way to deliver full day kindergarten to the community.

8:30 p.m.

Design Review Fees:

Mark Gluesing, Chairman, Design Review Board appeared before the Board with an update on the work of the Design Review Board and to outline a proposal for an increase in the fees charged by the Board.

Mr. Gluesing said the Board considered fees in other towns such as Burlington, Woburn, and Waltham. He said for special permit signs, the Design Review Board proposes to increase the fee to \$25 plus \$2 per square foot (plus newspaper posting fee) from \$2 per square foot. He commented on recent changes in the zoning by-law and Design Review Board regulations which make the Design Review Board the sole review body for changes to business center building facades. He said the Design Review Board also proposes to increase the Facade Renovation/Needham Center fee to \$100 (plus newspaper posting fee) from \$25. He explained the work of the Design Review Board and the new proposed Procedural Rules and Application Instructions dated September 2015.

Motion by Mr. Bulian that the Board of Selectmen vote to approve the fee structure recommended by the Design Review Board as follows:

	<u>Old Rate</u>	<u>Proposed Rate</u>
Signs	\$25	\$25
Awnings	\$25	\$25*
Facade Renovations	\$25	\$25
Facade Renovations/Needham Center	\$25	\$100**
Sign By-Law Appeals & Special Permits	\$2 per sf	\$25 plus \$2 per sf**

*** Any signage on the awning is additional \$25 per sign**

**** Plus newspaper posting fee**

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

8:37 p.m.

Building Department Permit Fees:

David Roche, Building Commissioner appeared before the Board to discuss a recommendation for changing the fee structure in use at the department. He read his letter to the Board of Selectmen dated November 6, 2015, reviewed examples building, plumbing, and electrical permit fees, and the fee schedule for the consultant.

Mr. Handel asked Mr. Roche when the new fees will be in effect. Mr. Roche said January 1, 2016 or February 1, 2016 and said more input is needed.

Mr. Handel, Mr. Matthews, and Mr. Borrelli concurred the new fee schedules make sense.

Mr. Borrelli commented on fees in other towns and their higher commercial per thousand fees compared to residential fees. He noted the work to be done in Needham Crossing and wants to make sure the fees reflect the amount of work the Building Department will be doing. He suggested phasing in the new fee schedule.

The Board thanked Mr. Roche for the update.

8:53 p.m. Appointments and Consent Agenda:
Motion by Mr. Matthews that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA:

- 1.* **Approve a Special One Day Wine and Malt Beverages License for Robert Timmerman, of the Knights of Columbus to host a trivia night event on November 12, 2015 from 6:00 p.m. to 11:00 p.m. The event will be held at the Knights of Columbus, 1211 Highland Avenue, Needham.**
2. **Accept a \$2000 donation made to the Needham Health Department's Substance Abuse Education & Prevention's 5th Quarter Program from the Newton Wellesley Hospital- Partner's Healthcare.**
- 3.* **Approve a 2015 Taxi/Livery license for A&D Limousine, Inc. located at 1093 South Street, Needham.**
4. **Accept the following donation to the Off Leash Dog Area: \$25 from Carolyn Williams.**
- 5.* **Water & Sewer Abatement Order #1206**
6. **Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Tuesday, December 8, 2015 starting at 6:00 pm. Garrity Way cannot be accessed until 5:00 pm. Rain date to be on Wednesday, December 9, 2015, same time.**
- 7.* **Approve minutes from October 1, 2015, October 13, 2015, October 27, 2015, November 2, 2015 Open Session minutes, and October 1, 2015, October 13, 2015 , and October 27, 2015 Executive Session minutes.**
8. **Accept the gift of two Koralex II, American made polyester United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common to use during the winter months.**

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

8:54 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with 2 items to discuss:
1. PPBC User Representatives

Ms. Fitzpatrick recommended that the Board designate her and Rick Merson, Director of Public Works as PPBC User Agency Representatives for the DPW/PSAB Relocation Feasibility Study and Christopher Coleman, Assistant Town Manager/Operations and Dennis X. Condon, Fire Chief as PPBC User Agency Representatives for the Fire Station #2 Feasibility Study.

Motion by Mr. Bulian that the Board vote to designate Kate Fitzpatrick, Town Manager and Rick Merson, Director of Public Works as PPBC User Agency Representatives for the DPW/PSAB Relocation Feasibility Study and Christopher Coleman, Assistant Town Manager/Operations and Dennis X. Condon, Fire Chief as PPBC User Agency Representatives for the Fire Station #2 Feasibility Study.

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

2. Doing Business with the Town

Dave Davison, Assistant Town Manager/Finance Director discussed with the Board an initiative that the Finance Department is undertaking to reach out to the business community to explain how they can know what opportunities there are to do business with the Town and how the public procurement process works. He stated the business community will have the opportunity to learn more about doing business with the Town on Wednesday, December 2, 2015 in Powers Hall from 5-7 p.m.

Mr. Handel said he thinks this is a very good idea, and encouraged board members to promote the idea when visiting local businesses.

Ms. Cooley suggested the meeting time should be within working hours.

Mr. Handel suggested Needham Cable Television carry the meeting on the local channel.

9:00 p.m. Board Discussion:
Committee Reports
No Committee Reports were made.

9:00 p.m. Executive Session: (Exception 6)

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Handel polled the Board. Unanimously approved 5-0.

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

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

Note: The meeting adjourned at 9:15 p.m.

**Town of Needham
Board of Selectmen
Minutes for November 24, 2015
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Introduction of Firefighters:
Dennis Condon, Fire Chief appeared before the Board to introduce newly appointed Firefighters Paul Mitchell, Nicholas Dabrowski, Jeffrey MacDonald, and Pete Cavanaugh. Chief Condon also recognized Mike Welch who was appointed in May 2015.

Chief Condon said the new firefighters are excellent workers who are interested in learning about fire service. He commented all new members recently graduated from the Fire Academy and that he looks forward to having them serve the community.

Mr. Matthews welcomed Firefighters Mitchell, Dabrowski, MacDonald, Mitchell, and Cavanaugh to the service of the Town. He said he wants them to succeed and that during stressful situations they are the "face of the Town" to residents. He said they have the confidence of the Fire Chief and the Town Manager, and wished them well in Needham.

The Board congratulated the firefighters on their appointments and welcomed them to Needham.

7:10 p.m. Public Hearing: Tax Classification
Chip Davis, Director of Assessing, Dave Davison, Assistant Town Manager/Director of Finance, and members of the Board of Assessors including Kurt Ochalla, Chairman, Tom Colarusso, Secretary, and Ted Owens appeared before the Board regarding the allocation of the fiscal year 2016 tax levy among the various classes of property in Town.

Mr. Ochalla read the "Assessor Report for FY16" noting the residential real estate market in Needham continues moving upward, with the median single family sale price increasing to \$846,000 from \$802,000 in, a 5.4% increase from FY2015. He said the median single family sale price has jumped 33% over the last five years, while the condominium median sale price has risen over 70%. He noted, as

required by the Massachusetts DOR, the assessments reflect the upward trend, most of which was picked up by the increase made during last years revaluation. He said single family values will remain relatively stable in FY2016, except for properties that were affected either by new construction or additions to existing structures. He noted that while analysis of the single family sales from calendar year 2014 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2015 market will likely require some upward adjustment across many neighborhoods to be acceptable for FY2017. Mr. Ochalla said there were numerous adjustments made to the condo market based on calendar year 2014 sales, which clearly showed a new trend. He noted the high end condo market has jumped from the low \$700's to the low \$900's for the same type of unit. He discussed the name change from the "Industrial Park" to "Needham Crossing" as well as the physical changes to the area including the new Trip Advisor headquarters and Marriott Inn, which now dominate the landscape. He said the values of income properties reflected in FY2016 will continue with the restoration of office space formerly occupied by General Dynamics and the 400 unit residential project. He said added benefits from the evolution from Needham Crossing also include taxable business personal property being reported. He commented the Assessors Office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests and daily information requests from internal and external sources.

Mr. Davis reviewed with the Board information contained in a handout titled "Town of Needham Classification Hearing FY2016." Mr. Davis commented the factor to be voted upon is 0.8772190.

Mr. Handel asked for Board comment.

Mr. Matthews asked what is the cycle for the revaluation process?

Mr. Davis said every third fiscal year is a revaluation year. He said mid-term adjustments are made as needed, noting adjustments made in FY15 were primarily in the condominium sector as there were dramatic increases in sales. He said the single family residential sales must fall within a certain percentage to be statistically acceptable by the DOR. He said last year the assessment to sales ratio was about 98%, while this year it dropped to about 94% which indicates the assessments are falling slightly behind the market, but still well within acceptable limits for the DOR. He said going forward some adjustments will probably be necessary in the area of land values, and analysis will be started next year.

Mr. Matthews said the public hearing basically has two functions, to discuss the annual Assessors' report and review Needham's policy of exercising the right to surcharge business property to mitigate the tax burden on homeowners. Mr. Matthews commented on the Town's historical approach to valuations and the adoption of the classification hearing. He noted significant growth in the business

sector and asked if the Town maintains 1.75% classification, what portion of the total levy will be paid by commercial sector? Mr. Davis said 24%.

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

Mr. Davison said debt exclusions are included in the annual tax bill, noting continuing downward trend due to projects being completed and bonded.

Motion by Mr. Bulian that the Board of Selectmen establish a residential factor of 0.877219 for the purposes of setting the Fiscal Year 2016 tax rates.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:35 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Approve a request from Masala Art to have extended operating hours on New Year's Eve, December 31, 2015 until 1:00 a.m. Last call will be 12:45 a.m., customers off premises at 1:00 a.m. and all staff will leave premises by 1:45 a.m. The Police Department have approved this request (same as last year).**
- 2. Approve and authorize the chair to sign the Employment Contract between the Town and John Schlittler, in-coming Chief of Police.**
- 3.* Approve a 2015/2016 Weekday Entertainment License for Sol Soul Family Foods LLC., d/b/a Hearth Pizzeria located at 974 Great Plain Avenue, Needham.**
- 4. Accept a \$100 donation from the Rotary Club of Needham made to the Needham Community Revitalization Trust Fund Committee for Banners.**
- 5.* Water & Sewer Abatement Order #1207**
- 6. Accept the following donations made to the Needham Health Department's Gift of Warmth Fund: \$1,000 from the Needham Women's Club; and \$300 from the Christ Episcopal Church in Needham.**

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

7:35 p.m. Public Hearing - New Alcoholic License for Great Plain Hospitality d/b/a RFK Kitchen (948 Great Plain Avenue):
Roy Cramer, Attorney, Rachel Klein, Principal and Proposed Manager, and Francesco Melandri, Principal, Great Plain Hospitality, LLC., appeared before the Board to discuss an application for an All Alcoholic License for Great Plain Avenue.

Mr. Cramer told the Board RFK Kitchen is a new restaurant that will be located at 948 Great Plain Avenue. He said the restaurant will consist of 2,900 SF on the 1st

floor and 2,900 SF in the basement that will be used for prep area, refrigeration systems, storage area, office, wine and liquor storage, and employee area. Mr. Cramer said the 1st floor is an open kitchen with multiple dining areas with a total seating capacity for 99 patrons and restrooms. There is one main entrance at the front of the building on Great Plain Avenue and three exits from the building. He gave a brief summary of Ms. Klein's experience as an executive chef and said she lives in Needham.

Mr. Cramer said the applicant also seeks a waiver of the Town of Needham Regulations for the Sale of Alcoholic Beverages Section 3.1 Service Bar/Waiting Area and a waiver of Section 6.4 which states the applicant must have been named in a common victualler's license and operated a restaurant and function room for the twelve month period immediately preceding the filing of this application.

There are three houses of worship located within the 500' radius of the proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by any of the houses of worship with respect to this hearing. Mr. Cramer asked the Board to make a determination that the restaurant would not be detrimental to the educational and religious activities in the houses of worship.

Ms. Fitzpatrick confirmed all paperwork is in order.

Mr. Borrelli asked about the hours of operation. Ms. Klein said lunch, dinner, and brunch will be offered. Mr. Cramer said the Planning Board permit allows for 11:00 a.m. to 11:30 p.m. Sunday through Thursday, and 11:00 a.m. to midnight Friday and Saturday.

Mr. Matthews reiterated Needham's status as a historically dry town, and reminded Ms. Klein that as a liquor license manager she is personally liable if something goes wrong in relation to the liquor service. He said the Board wants Ms. Klein to succeed, and said the rules must be followed and will be enforced.

Motion by Mr. Bulian that (A) the Board of Selectmen approve the application for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable To The Sale of Alcoholic Beverages in Restaurants and Function Rooms for Great Plain Hospitality d/b/a RFK Kitchen, Rachel Klein, Manager, and including waivers of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1, and Section 6.4 which states applicant must have been named in a common victualler's license and operated a restaurant and function room for the twelve month period immediately preceding the filing of this application and to forward the approved Alcohol License application to the ABCC for approval, and (B) that the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist, First Church of Christ Scientist and First Baptist Church.

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

8:02 p.m. Director of Public Works:

1. 2015 Water Restriction Report

Richard Merson, DPW Director, Robert Lewis, Assistant DPW Director, and Chris Seariac, Acting Water & Sewer Superintendent appeared before the Board to report on water usage in Needham since instituting a seasonal restriction on the use of outdoor water.

Mr. Merson said this was the first year where restrictions were instituted for a full year with sufficient adherence notification. He said some unique weather conditions existed, resulting in an increase of total water production of slightly over 2% for the same time last year. He said the increase is attributable to less rainfall and increased temperatures during the 5 month restriction period. Mr. Merson said overall, the Town produced 20 million gallons more than this time last year, and 46 million gallons more in irrigation. He noted there is conservation occurring in the home, but irrigation usage has been increasing. He said the Town issued just under 200 notices of violation.

Mr. Handel asked about the target of 65 gallons per person per day. Mr. Merson said a full year of data is needed to make a determination.

Ms. Fitzpatrick commented on the 2012-2015 USGS River Flow Log in Waltham and that residents are continuing to irrigate. She said the next step the Board could take under the current permit would be to lessen the restriction on the 2 days a week watering. She said the Town will continue to look at ways to convince residents to use less water.

Ms. Cooley asked for data from surrounding communities, including best practices. She noted Needham is higher in usage and wondered about the culture in other communities. Ms. Fitzpatrick said culture may play a part, but accurate reporting may be suspect.

Mr. Matthews asked whether voluntary compliance has been an issue. Mr. Merson said it is hard to say. Mr. Matthews said most people are focused on the idea of water conservation, but some property owners do use a lot more water than others and it may be necessary to have a conversation with individual residents.

Mr. Borrelli cautioned a thoughtful approach is needed to strike a balance between water use and conservation.

2. New England Chapter APWA Public Works Awareness Video

Mr. Merson said he will complete his term as the President of the New England Chapter of the American Public Works Association in a couple of weeks. He said a goal over the last 2 years has been to make sure the organization remains strong, vibrant, and continuing to do good in the communities. He said several committees

were formed, in particular Professional Development, Membership, Outreach, and Public Works Awareness. He said the Public Works Awareness committee worked on a video over the last year for open distribution. The Board viewed the video.

8:13 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 5 items to discuss:

1. FY2017 Budget Priorities

Ms. Fitzpatrick reviewed "Proposed Board of Selectmen Statement of FY2016 Operating Budget Priorities" saying many of the priorities remain as important as they were last year. She asked the Board if it had specific items they would like considered or removed, noting the goal is to present the final version to the Board on December 22, 2015.

Mr. Handel asked for Board comments. No comments were made.

2. Preliminary FY2017 - FY2021 Capital Improvement Plan

Ms. Fitzpatrick discussed with the Board the preliminary FY2017 cash capital and debt-financed project submissions. Ms. Fitzpatrick reviewed "Town of Needham FY2017 Preliminary Capital Funding Requests" briefly highlighting the list of requests. She commented on the Police and Fire Feasibility Study, and other feasibility studies for facility infrastructure. She commented on school, furniture, machines, and technology, noting ongoing discussions on how to fund requests. Ms. Fitzpatrick commented on replacement of lockers and new lighting in both gyms at Pollard Middle School. She commented on the Needham High School feasibility study and future enrollment. She said the Town is working with a professional demographer and suggested the Board may want to ask questions about future demographics for planning purposes. She commented on the permanent message boards, DPW boiler replacement, bubbler replacement program, Memorial Park building feasibility study, associated grounds and drainage, Rosemary Pool renovation, and the Fleet Replacement Program. Ms. Fitzpatrick also commented on RTS improvement requests, as well as Water and Sewer. Ms. Fitzpatrick said the FY2018-FY2021 projects will be discussed at the Board of Selectmen meeting on December 8, 2015, with final approval of the Capital Improvement Plan at its meeting on December 22, 2015.

Mr. Borrelli said the Needham High School classroom feasibility study is money well spent. He commented on the Memorial Park feasibility study saying it is smart to do the project in phases.

The Board thanked Ms. Fitzpatrick.

3. Doing Business with the Town - Update

Dave Davison, Assistant Town Manager/Director of Finance and Tatiana Swanson, Finance and Procurement Coordinator appeared before the Board to discuss an initiative that the Finance Department is undertaking to reach out to the business community to explain how they can know what opportunities there are to do

business with the Town and how the public procurement process works. Mr. Davison said it was decided to schedule the event for January 13, 2016 from 4 p.m. - 6 p.m. in Powers Hall.

Ms. Swanson discussed key elements to be discussed at the event include using the Town website to receive notifications, and Town restrictions of purchasing goods and services. Ms. Swanson said the Commonwealth will also attend the event and present information on doing business with the State agencies, local cities and towns. She said a representative from the U.S. Small Business Association will also attend the event.

4. Endorse Hillside School Preferred Schematic Report
Motion by Mr. Bulian that the Board endorse the Hillside School Preferred Schematic Report.
Second: Ms. Cooley. Unanimously approved 5-0.

Ms. Fitzpatrick noted the preferred schedule is for the project to be approved in the summer 2016 by the MSBA, in time for the Secretary of State to put the request on the ballot for the presidential election in November 2016.

5. Town Manager's Report

Ms. Fitzpatrick reported Eversource Energy continues line clearing along the transmission right-of-way areas at the Charles River/South Street and Hersey/Great Plain Avenue. She said Eversource has been following protocol of notifying Ed Olsen, Parks and Forestry Superintendent where work will take place each day. She commented Mr. Olsen and staff from Representative Garlick's office have been available for residents who have concerns. She said she will keep the Board updated.

Ms. Fitzpatrick reported MassDOT had its design hearing for the First Avenue signal project. She said the introduction of a signal is a welcome project. She said it is possible work will commence in early 2017, after the Central Avenue/Eliot Street bridge reopens.

Ms. Fitzpatrick reported the Patrick C. Forde award will be presented to Colleen Schaller on January 25, 2016 in Powers Hall.

8:40 p.m. Board Discussion:

1. Committee Reports

Mr. Matthews updated the Board on the status of the Minuteman Career and Technical High School, saying he and Ms. Cooley have attended many meetings. He said renovation of the high school is moving forward and affects a significant number of Needham students. He said the facility badly needs renovation to meet educational needs and code compliance. He said the 16 member communities agree the school needs renovation, but not all agree on the type, size, and cost of the facility. He noted there is some frustration going back 40 years concerning the

original Agreement. He commented it appears a decision will be made within the coming year on the project. He said the project is currently in the schematic design phase. He said the cost is in the range of \$150,000,000, with the MSBA contribution of 40%+. He commented target enrollment at 628 students. Mr. Matthews said all of the issues discussed over the years are still on the table with a lot of pushing back and forth. He said the school committee is on track to make a decision whether or not to vote approval of bonding for the project. He said if the school committee approves the project, a 60 day window opens for towns to act or not, or to veto by Town Meeting action. If there is a veto, he said, then the decision of the school committee is pushed back as to whether or not to call for a district-wide referendum. Mr. Matthews said he presumes a referendum would happen on a Saturday in the spring 2016 in order to meet the deadline for MSBA funding. Mr. Matthews said there are some arguments about the design, but that the process has been open. He said there has also been discussion about possibly changing the district Agreement to let towns in or out. He commented some towns want to leave the district and some towns want to join, but no town is going to join a district that they cannot leave. Mr. Matthews summarized saying a referendum is on track and that the project is of significant value to the community. He said work continues and everyone involved in the process deserves credit.

8:50 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of November 24, 2015,8 extending a wonderful Thanksgiving to all Needham residents and good luck to the Needham High School Football Team.

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

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

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



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

GREAT BEAR RUN

Name of Organization:

NEEDHAM TRACK CLUB

Has this event been conducted in other Towns in the past? ☒ YES ☒ NO

If yes, name of Town and date:

Has this event been held in Needham in the past? ☒ YES ☐ NO

If yes, are you repeating the same route as in prior year(s)? ☒ YES ☐ NO

Organization Mailing Address:

53 COULTON PARK 02492

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

NEEDHAM TRACK CLUB
 53 COULTON PARK
 NEEDHAM MA 02492

Primary Contact:

JOHN HRONES

Contact Title:

DIRECTOR

Contact Address:

53 COULTON PARK
 NEEDHAM MA
 02492

Contact Phone (Day):

781-449-4954

Contact Phone (Cell):

781-856-4088

Contact Email:

needhamtrackclub@gmail.com

Event Date(s): Sunday, May 15, 2016 (runner numbers handed out May 14 ^{Sat})	Date Expected to be in Needham: May 15, 2016
Earliest Time Expected in Needham: 1030 AM (start of 5K)	Latest Time Expected in Needham: 2 PM (end of children's races)
Number of Expected Participants: 1000	Number of Expected Spectators at Peak Time: 200
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 200	What type of Parking is required: Rolland parking lots (streets between Harris + Great Plain)
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: - front + back lots at Rolland School - streets between Harris + Great Plain note: not all vehicles will be at the event for the whole time	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO Harris Ave (Coulton Park to Webster) (4:45 AM - 2 PM)
What will be done in case of inclement weather? It will be held.	
Will neighborhoods be impacted by parking and traffic? minimally	
What activities are planned for the start of the race (if in Needham)? Band, children's activities	
What activities are planned for the end of the race (if in Needham)? awards ceremony at Rolland	

What facilities are needed for the start of the race (if in Needham)?	
Pollard School (bathrooms, lobby)	
What facilities are needed for the end of the race (if in Needham)?	
Same	
Once the event begins, how long will it take to complete the event?	
5K (50 mins.) 1M (20 min) Children's events (1 hr)	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Banner at start/end of 5K. Directional signs on race course.
Will volunteers be placed along the route?	yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	yes - at Pollard School - use to announce events + finish.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	yes we
Will portable toilets be used? List locations.	yes Pollard School
Will hydration stops be set up along route? If yes, please include these on route plan.	yes (Livingston Circle)
If the event takes place after dark, what is the plan to meet lighting needs?	NA
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	We will hire a medical trailer to be on hand. 1st First Aid Kit. Cell phones with volunteers on course
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?	Some
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	minor impact on Hershey train stop businesses = Hazell's bakery

Are there any churches/houses of worship located along the event route?
Will church/house of worship services take place during the event?

No

What is the plan to handle trash?

We will hire trash company.

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 of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance — applying for insurance

PLEASE NOTE:

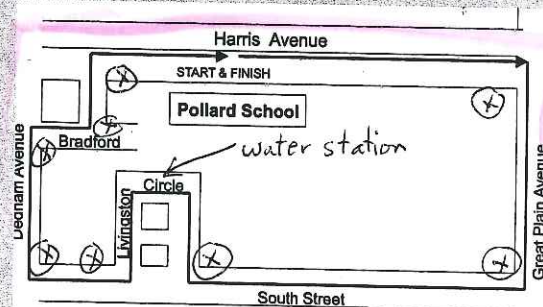
For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

5K Run

Brown Bear 5K Run Age Group Records

Records set in 2014 are in Bold. Five-year Age Group Records are in *Italics*.

Age	Boys / Men	Time	Age	Girls / Women	Time
4	James Castle, Wellesley '12	43:19	6	Courtney Kiernan, Milton '92	31:45
6	Steven Stants, Needham '12	31:44	7	Elizabeth Nahigian, Needham '11	30:54
7	Jack Carroll, Needham '11	25:11	8	<i>Michelle Schaeffer, Newton '01</i>	24:29
8	Lucas Davis, Needham '02	23:25	9	Jen Mellen, Uxbridge '01	24:38
9	<i>Peter Crapsey, Jr., Haverhill '13</i>	21:14	10	Carmel Fitzgibbon, Weston '14	21:41
10	Sam Toolin, N Kingston RI '12	19:32	11	Caroline Phelps, Natick '11	21:42
11	Ryan Young, Londonderry NH '14	19:11	12	<i>Caroline Phelps, Natick '12</i>	20:18
12	Eric Turolski, Dorchester '99	19:36	13	Margaret Cullen, Needham '11	20:23
13	<i>Michael Durkin, Cohasset '11</i>	18:41	14	Heather Kuil, Concord NH '95	22:12
14	Billy Godfrey, Merrimack NH '04	18:47	15	Lauren Astracher, Newton '10	22:02
15	Tom Capo, Falmouth '91	17:39	16	Kate Ellinger, Wellesley '10	21:11
16	Andy Nelson, Needham '99	18:00	17	<i>Kathryn Masselam, Needham '94</i>	20:09
17	Barry Roy, Fitzwilliam NH '93	17:26	18	Kate Murphy, Needham '95	21:19
18	<i>Charles Beard, Needham '06</i>	16:31	19	Amy Hall Newton '96	22:20
19	Brian Kates, Sharon '91	16:39	20	Meredith Sheehan, Norwood '06	21:02
20	Amos Sang, Springfield '14	14:45	21	Lauree Cameron, Newton '93	21:21
21	Philip Galesbach, Medford '12	15:51	22	Jennifer Benwood, Allston '96	21:41
22	Mike Capparella, Walpole '91	16:06	23	<i>Rebecca Carazza, Hopkinton '94</i>	18:50
23	Paul Dunton, Fitzwilliam NH	17:10	24	Debra Pace, Brookline '99	19:47
24	<i>Paul Kelly, Jamaica Plain '92</i>	15:40	25	Christine Doherty, Needham '09	20:16
25	David Kelly, Jamaica Plain '98	17:40	26	Catherine Regan, Needham '04	19:50
26	Michael Brouillette, S. Hadley '05	16:23	27	<i>Judith Spolidoro, Duxbury '08</i>	17:44
27	<i>Mel Gonsalves, Falmouth '91</i>	15:16	28	Susan McNatt, Needham '94	18:57
28	Keith Pianowski, Charlestown	16:49	29	Barbara Remmers, Chestnut Hill	17:57
29	Matt Carter, Saugus '08	15:28	30	Amanda Kourtz, Needham '14	18:23
30	Mel Gonsalves, Canton '94	15:27	31	<i>Alayne Adams, Cambridge '93</i>	17:39
31	Matthew Carter, Saugus '10	15:38	32	Katherine Latten, Clinton '93	18:21
32	Matthew Carter, Saugus '11	15:48	33	Sue LaChance, Lunenburg '93	18:17
33	<i>Patrick Moreton, Camb. '93</i>	15:12	34	<i>Nanci Sirois, Windham NH '93</i>	18:23
34	John LaChance, Lunenburg '93	15:30	35	Monica Staley, Needham '92	19:20
35	<i>Jon Waldron, West Newton '93</i>	15:16	36	<i>Jessica Rice, Needham '13</i>	18:10
36	Art Blodgett, Wellesley '96	16:45	37	Katy Hatch, Lexington '14	19:08
37	Terry McNatt, Needham '02	16:03	38	Jessica Rice, Needham '14	18:00
38	Harry Stants, Needham	15:55	39	Lynn Burns, Needham '13	19:52
39	Terry McNatt, Needham '04	16:12			



5K Run Race Course

(X) = road marshalls

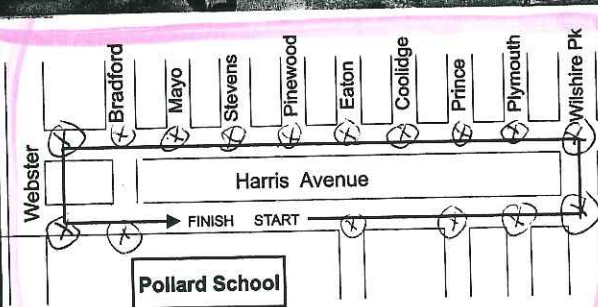


1 Mile Run

Koala Bear 1 Mile Run -- 2014 Age Group Winners

Age	Boys and Men	Time	Girls and Women	Time
0-6	Adrian Naracz, Wayland	7:15	Raliegth Dellamarg, Needham	9:15
7-8	Daniel Naracz, Wayland	6:56	Sophia Gorriaran, Providence RI	6:32
9-10	Peter Crapsey, Jr., Haverhill	6:12	Dantia Brewington, Revere	6:53
11-12	Leighton Young, Haverhill	6:16	Morgan Gault, Manchester	6:17
13-14	Liam Conklin, Newton	6:07		
15-19	Justin Skelly, Needham	5:37	Amanda Pasko, Wellesley	6:42
30-39	Andrew Drayer, Needham	10:00	Kristin Auggerman, Needham	7:50
40-49	Greg Sieczkiewicz, Hopkinton	5:41	Jennife Sieczkiewicz, Hopkinton	7:02
50-59	Robert Partridge, Needham	6:43	Judith Thompson, Rumford RI	7:21

The 1 Mile is run as a memorial to Bob Ayoub, an NTC coach who left us tragically a few years ago. This year, jazz trumpeter Josh Shpak and his band will perform his original composition "Requiem" at the 1 Mile Run Award Ceremony. Don't miss it!



Race Course for 1 Mile Run, 1 Mile Fun Walk / Run and 1 Mile Prostate Cancer Walk

(X) = volunteers ⁷



emailed 11/24/15



**Town of Needham, Massachusetts
Road Event Form**

2015 NOV 12 P 12:10

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Charles River Center 5K/1M

Name of Organization:

Charles River Center

Has this event been conducted in other Towns in the past? ☐ YES ☒ NO

If yes, name of Town and date:

Has this event been held in Needham in the past? ☒ YES ☐ NO

If yes, are you repeating the same route as in prior year(s)? ☒ YES ☐ NO

Organization Mailing Address:

59 E. Miltia Heights Drive

☒ Organization is Not-for-Profit

Organization Billing Address (if Police Detail is required):

59 E. Miltia Heights Drive Needham, MA 02492

Primary Contact:

Hilary Ryan

Contact Title:

VP of Development

Contact Address:

59 E. Miltia Heights Drive
Needham, MA 02492

Contact Phone (Day):

(781) 972-1030

Contact Phone (Cell):

(617) 835-6130

Contact Email:

hryan@charlesrivercenter.org

Event Date(s): September 25, 2016	Date Expected to be in Needham: September 25, 2016 27th
Earliest Time Expected in Needham: 9:00 Am	Latest Time Expected in Needham: 12:00 pm
Number of Expected Participants: 600	Number of Expected Spectators at Peak 250 Time: 10:00 Am 11:00 Am
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 300	What type of Parking is required: Vehicle parking
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: requesting public facilities to approve use of Newman School parking lot between 8:00 Am - 2:00 pm Olin College request to utilize parking lot D.	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? The event will be canceled.	
Will neighborhoods be impacted by parking and traffic? yes The neighborhood adjacent to Charles River Center	
What activities are planned for the start of the race (if in Needham)? Race day registration at the Charles River Center 59 E. Mulitia Heights Drive	
What activities are planned for the end of the race (if in Needham)? Post race festivities at the Charles River Center 59 E. Mulitia Heights Drive	

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? up to 2 hours	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Signs will be located at the start and finish line: Along route: see route map
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes at the start line: 59 E. Militia Heights Drive
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	yes
Will portable toilets be used? List locations.	yes 59 E. Militia Heights Drive
Will hydration stops be set up along route? If yes, please include these on route plan.	yes
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?	First aid station located at finish line staffed by nursing personnel of Charles River
Does the event take place during commuter times?	N/A
Is school in session during the event? Will school drop off or pick up be impacted by the event?	N/A
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 Volante Farms

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	N/A
What is the plan to handle trash?	Charles River Center will remove all trash along the route.

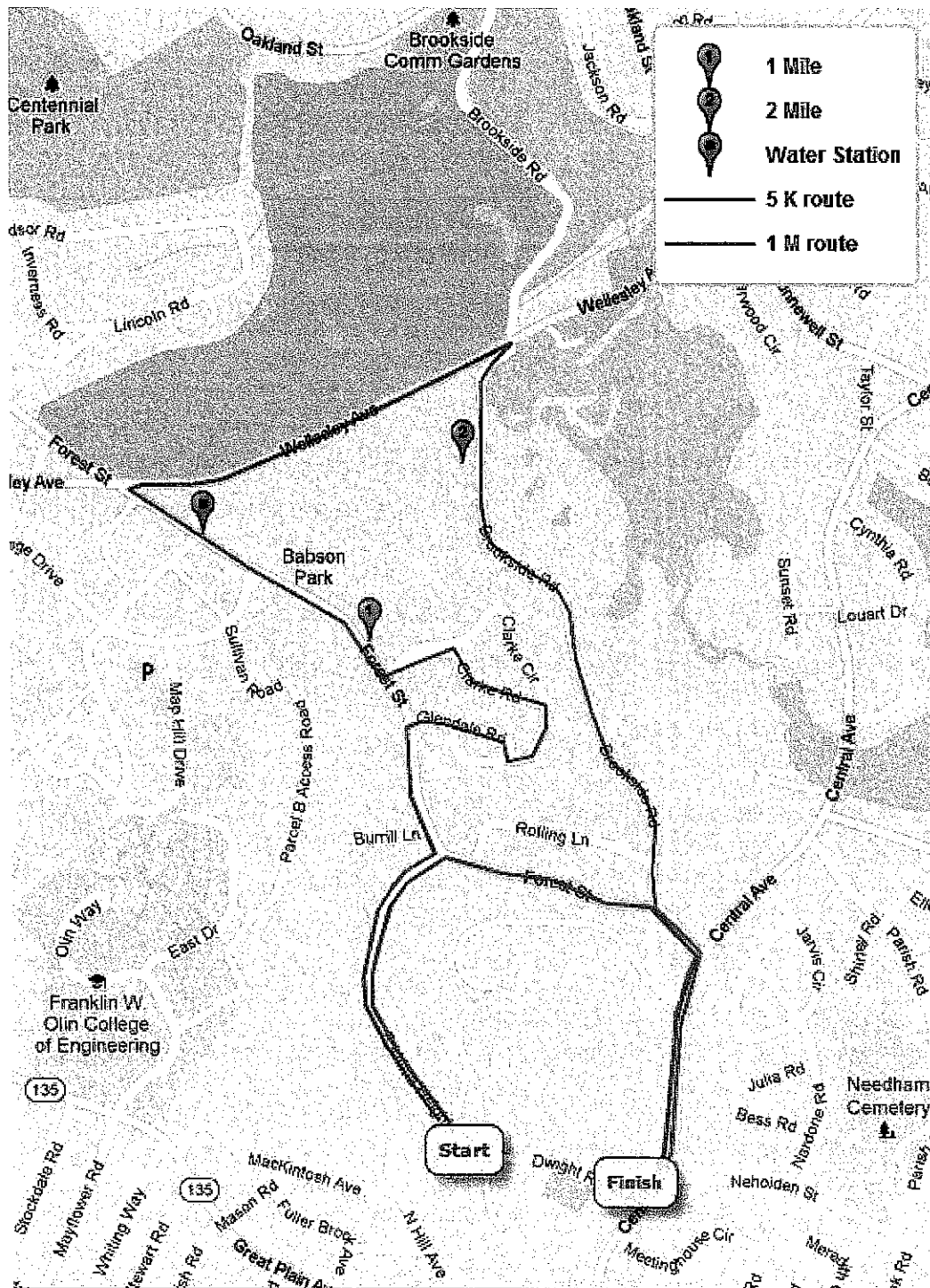
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

Charles River Center 5K Run/1 Mile Walk Course Map



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:	-\$144.30
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$168.00
Transfer Station Charges:	\$0.00
Total Abatement:	-\$312.30

Order #: 1210

Read and Approved:

[Signature] 1/8/2016
Assistant Director of Public Works

[Signature]
Director of Public Works

For the Board of Selectmen

Date: 1/12/16

**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
DB	Pelgro	Michael	22775	4064	168	Harris Avenue	\$0.00	-\$13.50	-\$15.00	-\$28.50	ACC	N
DB	Sullivan	Mary & Michael	12753	2370	75	Audrey Avenue	\$0.00	-\$130.80	-\$153.00	-\$283.80	ACC	N

Total: -\$312.30

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.
TWN = Town Project caused damage to private property
EC = Extenuating Circumstances
Equip = Equipment Malfunction
UEW = Unexplained water loss
ACC = Accidental Water Loss
BP = Billing Period beyond 100 days
COA - Council on Aging

**Town of Needham
Board of Selectmen
Minutes for December 22, 2015
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Swearing in of Police Chief John Schlittler:
John Schlittler appeared before the Board, along with Phil Droney, out-going Police Chief.

Tedi Eaton, Town Clerk administered the oath and swore in John J. Schlittler as the next Chief of the Needham Police Department.

Chief Schlittler thanked Town Manager Kate Fitzpatrick and the Board of Selectmen, and said he is honored and humbled to be appointed Police Chief. Chief Schlittler thanked members of the Police Department for their service to the Town and his family for their support.

Mr. Matthews said Chief Schlittler has worked his way up and has every confidence of the Board of Selectmen. He wished him all the best in his new role.

The Board congratulated Chief Schlittler.

Mr. Handel called for a 5 minute recess.

7:15 p.m. Public Hearing - Eversource: High Rock Street
Maureen Carroll, Eversource representative appeared before the Board requesting permission to install 3 feet of conduit in High Rock Street. She said this work is necessary to provide underground electric service at 275 High Rock Street, Needham.

Ms. Fitzpatrick said all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 3 feet of conduit in High Rock Street. This

work is necessary to provide underground electric service at 275 High Rock Street, Needham.

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

7:16 p.m. Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: There are no appointments for this meeting.

CONSENT AGENDA:

1. Approve for calendar year 2016 requests for license renewals of Restaurant – All Alcoholic Licenses and request for a license addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine (Section 3.1 of Needham Regulations for the Sale of Alcoholic Beverages) for each of the following establishments (subject to receipt of required completed paperwork):
 - Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant
 - Zucchini Gold, LLC d/b/a The Rice Barn
 - Bertucci's Restaurant Corporation d/b/a Bertucci's Brick Oven Ristorante
 - Gibbous Moon, Inc d/b/a The Center Café Needham
 - Mount Blue Two, LLC d/b/a Blue on Highland
 - New Garden, Inc. d/b/a New Garden Restaurant
 - Not Your Average Joe's Inc. d/b/a Not Your Average Joe's
 - Petit Robert Needham, LLC d/b/a Petit Robert Bistro
 - Fusion Cuisine, Inc. d/b/a Gari
 - SAI Restaurants, Inc. d/b/a Masala Art
 - Fu Yuan, Inc. d/b/a Fuji Steak House
2. Approve for calendar year 2016 requests for license renewals of Restaurant – All Alcoholic Licenses for the following establishments – no waiting area addendum (subject to receipt of required completed paperwork):
 - Low and Zhang Co. d/b/a Mandarin Cuisine Locus
 - Rockets Restaurant Group, LLC d/b/a 3 Squares
 - Eat Farmhouse LLC d/b/a The Farmhouse
3. Approve for calendar year 2016 requests for license renewals of Restaurant – Wine and Malt Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) :
 - Sol Soul Family Foods LLC d/b/a Hearth Pizzeria
 - Spiga, LLC d/b/a Spiga
4. Approve for calendar year 2016 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork) :

- Innovative Distributing Concepts, LLC d/b/a Bin Ends
 - Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits
 - Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits
 - vinodivino 3, LLC d/b/a vinodivino
5. Approve for calendar year 2016 requests for license renewals of Package Stores- Wine and Malt Beverages for the following establishment:
- Volante Farms
6. Approve for calendar year 2016 request for Innholder – All Alcoholic License Renewal for the following establishments:
- Colwen Management, Inc. d/b/a Residence Inn
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
7. Approve for calendar year 2016 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) :
- The Needham Golf Club
 - Village Club Building Assoc. Inc.
 - Lt. Manson Carter Post #2498 V.F.W. of U.S.
8. Approve for calendar year 2016 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork):
- Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant
 - Acorns Bakery & Café, Inc.
 - Bagels' Best, Inc. d/b/a Bagels' Best Café
 - Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Ristorante
 - Beth Israel Deaconess – Glover Café
 - Mount Blue Two, LLC d/b/a Blue on Highland
 - C & D Management, Inc. d/b/a Brothers Pizza & Restaurant
 - Café Fresh Bagel
 - 1095, LLC d/b/a Comella's Restaurant
 - The Simpson Corp. d/b/a Cutler Lake Café
 - Delops, Inc. d/b/a D'Angelo Sandwich Shop
 - Your Other Oven, Inc. d/b/a Domino's Pizza
 - New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant
 - Chestnut Street Donuts d/b/a Dunkin Donuts
 - Fred's Coffee Shop d/b/a Dunkin Donuts
 - Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts
 - Eat Farmhouse, LLC d/b/a The Farmhouse
 - French Press LLC d/b/a French Press Bakery & Café
 - Select Group, Inc. d/b/a Fresco Restaurant
 - Fu Yuan, Inc. d/b/a Fuji Steak House
 - Fusion Cuisine d/b/a Gari
 - Gibbous Moon, Inc. d/b/a The Center Cafe Needham
 - Three Sons, Inc. d/b/a Kosta's Pizza & Seafood
 - Low and Zhang Co. d/b/a Mandarin Cuisine Locus

- SAI Restaurants, Inc. d/b/a Masala Art
- McDonald's Restaurant – Needham
- D & L Enterprises, Inc. d/b/a Mighty Subs
- The Needham Golf Club, Inc.
- International Needham House of Pizza d/b/a Needham House of Pizza
- New Garden Inc. d/b/a New Garden Restaurant
- Select Pizza d/b/a Nicholas' Pizza
- Not Your Average Joe's, Inc. d/b/a Not Your Average Joe's
- Rowden, LLC. d/b/a Orange Leaf Frozen Yogurt
- Boston Bread LLC d/b/a Panera
- Petit Robert Needham LLC d/b/a Petit Robert Bistro
- Colwen Management, Inc. d/b/a Residence Inn
- Zucchini Gold, LLC d/b/a The Rice Barn
- Rockets Restaurant Group, LLC d/b/a 3 Squares
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
- Spiga, LLC
- Stacy's Juice Bar, LLC d/b/a Stacy's Juice Bar
- Starbucks Coffee Company
- Sol Soul Family Foods LLC d/b/a Hearth Pizzeria
- Kamaya, LLC d/b/a Subway
- Yeat Inc. d/b/a Sweet Basil
- Sweet Corner Bakery and Cafe
- H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza
- J & J Pizza, Inc. d/b/a Town House of Pizza
- Treat LLC d/b/a Treat Cupcake Bar
- Treat LLC d/b/a The Dessert Workshop
- Lt. Manson Carter Post 2498 V.F.W. of U.S.
- Village Club Building Assoc. Inc.
- Volante Farms

9. Approve for calendar year 2016 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork):

- Colwen Management, Inc. d/b/a Residence Inn - Innkeeper
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Innkeeper
- Olin College – Lodging License
- Babson College – Lodging License
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Sunday Entertainment
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment
- 7-Eleven – Special Permit (24 hr. retail sale of food)
- Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)

- **Rockets Restaurant Group, LLC d/b/a 3 Squares – Weekday Entertainment**
 - **SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment**
 - **Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment**
 - **Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment**
 - **Gibbous Moon Inc. d/b/a The Center Cafe Needham – Weekday Entertainment**
 - **Zucchini Gold, LLC d/b/a The Rice Barn- Weekday Entertainment**
- 10. Approve for calendar year 2016 the following requests for Class I & Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork):**
- **Auto International Ltd.- Class II**
 - **Beth L Auto Sales – Class II**
 - **Center Automotive – Class II**
 - **Copley Motorcars – Class II**
 - **R&R Automotive – Class II**
 - **Muzi Chevrolet – Class I**
 - **Muzi Motors, Inc. – Class I**
- 11.* In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, amend the classification and compensation plan for Schedule C.**
- 12. Approve the following donations made to the Needham Health Department's INTERFACE Referral Service Program: \$6,000 from the Beth Israel Deaconess Hospital- Needham, and \$6,000 from the Kyle W. Shapiro Foundation.**
- 13. Accept the following donations made to the Needham Public Health Department's Gift of Warmth: \$300 from Shahin Sagafi and \$50 from Ann MacFate.**
- 14.* Water & Sewer Abatement Order #1209**

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

7:17 p.m.

Solar Project Update:

Hank Haff, Senior Project Manager appeared before the Board with an update on the Solar Project at the Town's capped landfill.

Mr. Haff said the developer, Solar City, has installed 11,780 panels on approximately 12 acres of land, and that anticipated interconnection will be in January 2016. Photographs of the site were viewed. Mr. Haff said a ribbon cutting will be scheduled in the spring 2016.

Mr. Handel asked for Board comment.

Ms. Cooley asked if daily production information will be available on-line.

Mr. Haff said once the project “goes live” a direct link will be on the Town’s website. He said an informational monitor at the Needham Public Library and a permanent sign at the site will be installed.

Mr. Borrelli said it is a very exciting project. He asked about access to and monitoring of the site. Mr. Haff said it is a self sufficient project.

Mr. Matthews said the panel installation is very substantial. Mr. Haff said the installation is the largest in the State with the solstice racking system. Mr. Matthews said the project is quite an accomplishment.

Mr. Handel said this is a new kind of project for Needham that has been extremely well managed.

Ms. Fitzpatrick and the Board thanked Mr. Haff for his work on the project.

7:27 p.m. Director of Public Works:
Richard P. Merson, DPW Director appeared before the Board to discuss a request by the Traffic Management Advisory Committee to establish a school zone on Central Avenue in the vicinity of the Eliot School.

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #Z15-12-22 for the establishment of a school zone on Central Avenue from 45 feet south of Cedar Street northerly, for a distance of 700 feet, during the hours of 7:45-8:30 AM and 2:30-3:30 PM Monday through Friday.

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

7:33 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with 5 items to discuss:

1. Solar Kiosk Naming

Ms. Fitzpatrick recommended the Board consider naming the new kiosk intended to provide the public with information about the solar array at the RTS in honor of Sam (“Solar Sam”) Weihe. She said Mr. Weihe devoted his retirement years to educating students about the power of the sun. She said Mr. Weihe was a man ahead of his time, his innovation and creativity led him to design products that were educational, recreational and inspirational. Ms. Fitzpatrick noted the Board’s naming policy requires that any vote on a request to name a facility may occur no sooner than the next regularly scheduled meeting.

Mr. Matthews said Mr. Weihe was a long time resident of Needham who, in his retirement, focused on solar energy and educating the public. He said naming the kiosk after Mr. Weihe would be a wonderful recognition.

2. Approve Building Department Permit Fees

Ms. Fitzpatrick reminded the Board that David Roche, Building Commissioner, presented a proposal for increasing Building Department fees at the Board's meeting on November 10, 2015. The Board held a hearing on the proposed fee schedule on December 8, 2015. No additional feedback has been received. She recommended the Board vote to approve the Building Permit Fee Schedule effective January 1, 2016.

Motion by Mr. Bulian that the Board vote to approve the attached Building Permit Fee Schedule effective January 1, 2016.

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

3. West Suburban Health Group Joint Purchase Agreement

Christopher Coleman, ATM/Director of Operations recommended the Board approve changes to the Joint Purchase Agreement recommended by the West Suburban Health Group. He stated the proposed changes primarily concern the method by which participating governmental units enter and exit the group, and the method by which the fund balance surplus or deficit is calculated. The Agreement, he said, may be amended upon the vote of 2/3rds of the governmental units after the Appropriate Public Authority (in this case the Board of Selectmen) has been provided with 30 days written notice. Mr. Coleman stated the Town received the final recommendation on December 4th.

Ms. Fitzpatrick said the Town is undertaking an evaluation of health insurance options and that participation in the West Suburban Health Group, as it is currently constituted, is generally thought to be the best option. She said the Town continues its evaluation.

Mr. Handel noted the Town pays very close attention to the costs and the best way to manage them for the taxpayer and its employees.

Motion by Mr. Bulian that the Board vote to approve the revised West Suburban Health Group Agreement for Joint Negotiation and Purchase of Health and Life Coverages subject to technical corrections.

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

4. Acceptance of Declaration of Restrictive Covenant and Back-Up Easement

Ms. Fitzpatrick said the Planning Board requested that the Board of Selectmen accept and execute a Declaration of Restrictive Covenant by Jorge L. Oslan, Manager, Oak Street LLC, to the Town of Needham, Massachusetts and a Grant of Back-up Easement by Jorge L. Oslan, Manager, Oak Street LLC, to the Town of Needham, Massachusetts, Judson A. Trask and Florence E. Trask, Kathryn L. Daddesio and Paul McSweeney.

She said the Declaration of Restrictive Covenants establishes the conditions placed on Lot 2 as a result of the creation of the private way as follows: (1) prohibits further subdivision of the property and limits land use; (2) limits house foot print

size to 2,600 square feet and building height to 32 feet; (3) establishes maintenance responsibilities and means of construction on the private way; (4) lays out rights of access to the private way; and (5) grants to the Town the right to use the private way for all purposes for which public ways are used. The Back-up Easement is included in the Roadway layout for Cypress Street. The Back-up Easement grants to the Town and abutters with rights in Cypress Street the right to use the back-up area for the purpose of turning vehicles around.

Mr. Handel stated the Board of Selectmen has taken a position with the Planning Board with respect to its unhappiness with the wisdom of this particular sub-division. He said endorsing the Acceptance of Declaration of Restrictive Covenant and Back-up Easement is not an endorsement of the decision, so much as it is an action to protect the rights of the Town of Needham and the abutters of the 66 Oak Street sub-division (Cypress Street).

Motion by Mr. Bulian that at the request of the Planning Board, that the Board accept and authorize the Chairman to sign the Declaration of Restrictive Covenant by Jorge L. Oslan, Manager, Oak Street LLC, to the Town of Needham, Massachusetts and a Grant of Back-up Easement by Jorge L. Oslan, Manager, Oak Street LLC, to the Town of Needham, Massachusetts, Judson A. Trask and Florence E. Trask, Kathryn L. Daddesio and Paul S. McSweeney.

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

5. FY2017-FY2021 Capital Improvement Plan

Ms. Fitzpatrick recommended that the Board approve the FY2017-2021 Capital Improvement Plan for transmittal to the Finance Committee. She discussed minor modifications to the plan as discussed at the December 8, 2015 Board of Selectmen meeting.

Motion by Mr. Bulian that the Board approve the FY2017-2021 Capital Improvement Plan for transmittal to the Finance Committee.

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

7:45 p.m. Board Discussion

1. Committee Reports

Mr. Matthews reported that the School Committee at the Minuteman Technical High School approved the proposed revised Agreement to send to Town Meetings for ratification. He said the goal is to achieve ratification within 60 days, as that will be the basis to move forward in seeking bonding approval of the MSBA project, not later than July 31, 2016. He said the Agreement will improve governance and also address a long standing issue by providing a reasonable path for towns that wish to leave the district to do so. He commented this is a significant step forward. He said that while some towns may leave, it will simplify the task of the remaining towns to chart a clear path forward and present a path for joining the district more attractive, particularly with a new school being built. He said that

while approval of the project itself is not a foregone conclusion, the Agreement will improve the ability of the district to face its challenges and strengthen the position of the school building project. He said Needham's first step is to vote on the revised Agreement, and that is why the Board of Selectmen are looking to schedule a Special Town Meeting. Mr. Matthews said the process is difficult and continues to be contentious, but significant progress is being made.

Ms. Cooley commented the part of the process that has been contentious has also been useful for solidifying better support for the school project among the communities.

Mr. Handel thanked Mr. Matthews and Ms. Cooley for their time and effort, and for making Needham a leader in the struggle to maintain a very valuable service for students.

7:50 p.m.

Executive Session (Exception 3 & 6)

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

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Handel polled the Board. Unanimously approved 5-0.

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

Note: The meeting was adjourned at 8:15 p.m.