**Town of Needham**
**Select Board**
**Minutes for Wednesday, May 27, 2020**
**By Zoom Video Conference**
**https://us02web.zoom.us/j/89249143529**

6:00 p.m. Call to Order:
A special meeting of the Select Board was convened by Chair Maurice P. Handel. Those participating were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, and Town Manager Kate Fitzpatrick. Also participating were Dave Davison, Assistant Town Manager/Finance. Recording Secretary Mary Hunt recorded the meeting remotely.

Mr. Handel announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. Mr. Handel stated the meeting will not include public comment and the Needham Select Board and all attendees are convening by Zoom, as posted on the Town's website identifying how the public may join. He said all supporting documents used at this meeting are available on the Town's website www.needhamma.gov.

6:01 p.m. Public Hearing: Eversource Energy Grant of Location
Maureen Carroll, Eversource Energy Representative discussed with the Board 1 Eversource Energy Grant of Location:

1. Park Avenue
Ms. Fitzpatrick said all paperwork is in order.

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

**Motion by Mr. Bulian that the Select Board approve and sign a petition from Eversource Energy to install approximately 36 feet of conduit in Park Avenue. This work is necessary to provide underground electric service to 24 Park Avenue, Needham, MA.**
**Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.**

6:05 p.m. Public Safety Project Update:
Steve Popper, Director of Design & Construction, Ken Sargent, Project Manager, and Stuart Chandler, Chair, Permanent Public Building Committee provided the Board with an update on the status of the Public Safety Building and Fire Station #2. A PowerPoint presentation was viewed.

Mr. Popper said completion of the new Fire Headquarters is anticipated in August 2020. He said the dispatch area is a significant piece of work, encompassing antenna towers and microwaves for communication. He commented Fire Station #2 is anticipated to be complete in September 2021, with the entire project including the new Police Headquarters expected to be complete in January 2022.

Mr. Sargent commented on the phased construction aspects of the project.

Mr. Popper commented the original budget of $66.41 million has been adjusted upward by $2.01 million. He said it is important to note 98% of the project has been "bought out," and overruns are not anticipated. He said he is confident the project can be completed with the remaining $1.36 million contingency. He said the project has been a well-managed team effort.

Mr. Chandler emphasized that with 98% of the project being "bought out," it is a significant reduction in risk. He said the team has done a tremendous amount of work, made difficult with the COVID-19 situation. He said the timeline has been affected only slightly due to the pandemic.

Mr. Handel asked if the Board had any questions.

Mr. Borrelli asked if project completion is on target based on original dates? Regarding the budget, he said it would be helpful for the Select Board to be copied on any change orders as they happen.

Mr. Sargent said the original schedule called for completion of the Fire Headquarters by June 1, 2020. He said the completion date is now August 6, 2020, subject to potential delays. The higher project is scheduled for December 31, 2021 is now scheduled for completion in January 2022.

The Board thanked the presenters for the update.

6:22 p.m. Naming of Community Room – Public Safety Building:
John Schlittler, Chief of Police asked the Board to consider naming the community room of the new Public Safety Complex in honor of police officers Francis Oliver Haddock and Forbes Alexander McLeod, who lost their lives in service to the Town of Needham in 1934.

Chief Schlittler told the Board what happened on February 2, 1934 at the Needham Trust Company when Officers Francis Haddock and Forbes A. McLeod were shot and killed when responding to the robbery. He said it is important to honor both officers in a place where the community can come and understand the magnitude of their sacrifice.

In accordance with the Board's policy, a proposal to name a facility must be reviewed at one meeting and voted on no sooner than the next regular meeting in order to allow for public comment.

The Board said they are happy Chief Schlittler brought the proposal to them for consideration.

Mr. Handel said the proposal will be voted on at the next Select Board meeting.

6:28 p.m. Mr. Handel asked Dave Davison, Assistant Town Manager/Finance to speak about the ways the Town's revenue will be affected by the COVID-19 situation and what is being done to address concerns.

Mr. Davison said a number of steps have been taken in evaluating the Town's revenue picture for FY2021, proactively adjusting estimates. He said the most significant change is the downward adjustment of local receipts, most notably in the meals and rooms tax revenues. He said it will take time to return to pre-COVID-19 levels. Also adjusted were motor vehicle excise taxes, interest rates, and building activity. Mr. Davison said most forecasts show a return to normal levels by the 2nd half of 2021. He commented on across the board reductions in state aid and outright elimination of most programs, except for unrestricted governmental aid. He said a 20% reduction is anticipated. Mr. Davison commented on Chapter 70 (Education Aid), noting the governor and legislature will do their best to avoid any reduction. He commented on state laws and that any significant reduction would decimate the education process across the state. He said the best estimate for Needham is a 20% adjustment in the area of full day kindergarten. He commented on property tax collection and new building growth. He said a number of funding articles in the Town Meeting warrant have either been deferred to fall Town Meeting or the requested appropriation has been reduced.

Mr. Bulian said the information from Mr. Davison should alleviate concerns from some Town Meeting members about whether the Town is anticipating the likely revenue downturn due to the pandemic.

Mr. Bulian commented the Town is "on it" in order to continue necessary operations of the Town.

Mr. Borrelli said the recap is helpful. He asked about appropriation of funds and articles deferred in the warrant.

Mr. Davison said some articles were deferred due to time considerations of Town Meeting. He said deferred appropriations will move to the fall 2020 Town Meeting warrant.

Ms. Cooley said it would be helpful for Town Meeting Members to hear Mr. Davison's explanation and the reasons for the deferral of some articles.

6:40 p.m. Children's Hospital Zoning Presentation:

Robert T. Smart, Jr., Esq., Timothy Sullivan, Partner, Goulston & Storrs, Lisa Hogarty, Senior Vice President of Real Estate Planning and Development, Children's Hospital, Joshua Greenberg, Vice President, Government Relations, Children's Hospital, and Sean Manning, Director, VHB, and Christopher Heep, Town Counsel appeared before the Board with an overview of proposed zoning changes by Citizen's Petition and the proposed project.

Mr. Smart explained the Citizen's Petition proposes to amend the use table of the New England Business Center to allow for a pediatric medical facility by special permit.

Mr. Sullivan showed a Powerpoint presentation dated May 27, 2020 explaining four key items: Proposed Zoning Amendment, Planning Board Review of the amendment, parking, and trip generation, Proposed Agreements (PILOT and Host Community Agreement), and Additional Economic/Community Benefits.

Mr. Handel asked for questions and comments from the Select Board.

Mr. Handel said the project is extremely important and will have an amazing impact on the Town if approved by Town Meeting on June 8, 2020.

Mr. Borrelli concurred with Mr. Handel. He acknowledged the uniqueness of the Citizen's Petition, the questions it may raise regarding the financial impact to the Town, and whether it is the best deal possible. He suggested the Town Meeting presentation include a comparative analysis of Children's Hospital vs. an office building, and why the hospital buildout would be a better project for Needham. He concluded the use and synergy with Needham is great.

Ms. Cooley said she appreciates the work Children's Hospital has done with the Town on the PILOT. She said there is strong community support, and many people will be pleased to have the amenity close to home.

Mr. Matthews concurred, saying the project is terrific. He said it is incumbent on the proponents and the Select Board to have clear and concise information for Town Meeting Members. He said the project is a "win-win" in many ways.

Mr. Bulian concurred, saying he looks forward to the Town Meeting presentation.

Mr. Handel concluded the project will be a signature achievement in Needham Crossing, with enormous visibility from Route 128 and benefits for the Town.

7:00 p.m. Appointments and Consent Agenda:

**Motion by Mr. Borrelli that the Select Board vote to approve the Appointments and Consent Agenda as presented.**

**APPOINTMENTS: No Appointments were made at this meeting.**

**CONSENT AGENDA:**

1. **Approve the extension of Needham Downtown and Needham Heights parking permit expiration dates to September 1, 2020.**
2. **Approve open session minutes of May 12, 2020.**
3. **Accept a $400 donation made to the Needham Health Division's Gift of Warmth program from the Christ Church in Needham.**
4. **Accept a $100 donation made to the Needham Health Division's Traveling Meals program from Jerald Owen, a Needham resident.**
5. **Water and Sewer Abatement Order #1291**

**Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.**

7:00 p.m. Town Manager:
Kate Fitzpatrick, Town Manager spoke with the Board regarding 3 items:

1. Approve PILOT Agreement and Host Community Agreement between the Town and Boston Children's Hospital
Ms. Fitzpatrick recommended the Board vote to approve the PILOT Agreement and Host Community Agreement between the Town and Boston Children's Hospital.

**Motion by Mr. Bulian that the Board vote to approve and sign the PILOT Agreement and Host Community Agreement between the Town and Boston Children's Hospital.**
**Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.**

2. Town Meeting Planning
The Board reviewed articles in the Annual Town Meeting Warrant and the Special Town Meeting Warrant.

Ms. Fitzpatrick advised the Board the Citizen's Petition for a sewer line extension at Walker Lane (Article 32 in the Annual Town Meeting Warrant) has been withdrawn by the petitioner.

Annual Town Meeting Warrant
Article 10 - Appropriate for Planning Consulting Assistance

**Motion by Mr. Bulian that the Select Board vote to support Article 10 - Appropriate for Planning Consulting Assistance in the Annual Town Meeting Warrant.**
**Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.**

Mr. Borrelli clarified a portion of the money may or may not be used for the Muzi site, which must be conveyed to Town Meeting Members so they can voice their opinion. He suggested if Article 10 passes at Town Meeting, a joint meeting be held with the Finance Committee and Planning Board to decide how the money will be appropriated for a study. He commented if a developer eventually purchases the land, a "claw back provision" should be sought for future studies and mitigation. He commented on time limits.

Mr. Handel said the money is not to promote a traffic study, but rather to have it available should it become necessary. He said the Planning Board traditionally has required of developers certain studies that may still be important. He stated at this point no one knows if the site will be developed, only that if the Town does nothing the site will be developed using very outdated zoning by-laws. He said he does not have any objection to meeting with other Town boards.

Ms. Cooley said she believes the reason Article 10 is coming forward now is because it is not clear which money might need to be spent. She said having the funds available is critical to being on the path toward next year. She said it is believed timeliness is important in this area. Ms. Cooley concurred with Mr. Handel that inaction on the part of the Town guarantees some development under ancient zoning by-laws that will not be advantageous to Needham.

Special Town Meeting Warrant
Article 1 - Appropriate for Traffic Consulting & Engineering

**Motion by Ms. Cooley that the Select Board vote to withdraw Article 1 - Appropriate for Traffic Consulting & Engineering in the Special Town Meeting Warrant.**
**Second: Mr. Bulian. Unanimously approved 5-0 by roll call vote.**

Ms. Fitzpatrick confirmed 17 Articles in the Annual Town Meeting Warrant and 1 Article in the Special Town Meeting Warrant will be presented to Town Meeting on June 8, 2020.

3. Town Manager's Report
Ms. Fitzpatrick reminded the Board that Town Meeting is scheduled for 5 p.m. on June 8, 2020 outside at the Memorial Park Fieldhouse parking lot. She said many logistics are being planned, including a sound system, chairs spaced 9 feet apart, and safety precautions. She noted all presentations will be done in advance of the meeting and available on the Town's website and YouTube Channel. She said the meeting will not be videoed and there will not be paper handouts. She asked all Town Meeting Members to plan accordingly. She said Town Meeting Members will receive more logistical information next week.

Ms. Fitzpatrick updated the Board on re-entry to Town office buildings, with guidelines and precautions. She said Town offices will be staffed at 25%. She said next week the Public Works Department will be back to their full schedule rotation. She said employees will be required to wear face coverings, wipe surfaces clean, and attest that when they arrive at work, they are symptom free. Ms. Fitzpatrick said on June 1, 2020 the PSAB, Rosemary Recreation Complex, and Town Hall will be open for business on an appointment basis only. She encouraged the public to call to make appointments. She said the library will continue to be closed but will begin curbside pickup of books and materials. She said the CATH will not open in Phase 1. Ms. Fitzpatrick said a special page on the Town's website will have re-entry information from the Town and local businesses.

Mr. Matthews congratulated Mr. Borrelli and Ms. Cooley on their re-election to the Select Board. He thanked Theodora Eaton, Town Clerk and all staff and workers for their work on the town election while under some very unique and difficult circumstances. He said everyone involved deserves the Select Board's thanks and appreciation.

7:15 p.m. Board Discussion:

1. <u>Committee Reports</u>

Ms. Cooley reported the Downtown Planning Group is meeting weekly. She said last weekend tables and chairs were available for the public to use to enjoy take-out food. She said activity and behavior has been appropriate. She said Greene's Field will also have tables for use very soon. She said more options are being explored to assist merchants, asking the Board if it is possible to designate a parking meter for 5-minute curbside pickup?

Mr. Handel said he supports the Town Manager having discretion to designate certain parking spaces for 5-minute curbside pickup.

Mr. Borrelli concurred, saying anything creative to help merchants should be done.

Mr. Bulian agreed. However, he said the number of requests will grow and must be managed, so that all businesses can accommodate their customers.

Mr. Matthews said the idea makes sense and there are ways to manage the number of 5-minute parking spaces fairly for all businesses.

Mr. Borrelli suggested doing everything that can be done to safely expedite the reopening of restaurants and businesses.

Ms. Cooley thanked the Planning Board for supporting certain non-enforcement by-laws to help businesses. She also thanked staff members including Sandy Cincotta, John Schlittler, Dennis Condon, Tim McDonald, and Lee Newman for their help.

7:30 p.m. Adjourn:

**Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Wednesday, May 27, 2020.**
**Second: Mr. Bulian. Unanimously approved 5-0 by roll call vote.**

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