

SELECT BOARD Meeting Agenda

6:00 p.m. October 25, 2022

NEEDHAM TOWN HALL POWERS HALL & ZOOM

Pursuant to Chapter 22 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

<https://us02web.zoom.us/j/87002604562?pwd=cWpWUTNHVXZwckNob25wey9jYUtscz09>

Passcode: 765309

One tap mobile: +16465588656,,87002604562#

Webinar ID: 870 0260 4562

	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Arts and Culture Action Plan Amy Haelsen, Economic Development Manager
2.	6:15	HHS Adolescents Health Survey - Tiffany Zike, Assistant Director of Public Health - Karen Shannon, Senior Substance Use Prevention Coordinator - Julie McCarthy, Epidemiologist
3.	6:30	Town Manager - Sewer Rate Relief - American Rescue Plan Act Funding Update - Juneteenth Celebration Committee - Active Recreation Area Working Group - Town Manager Update
4.	6:45	Board Discussion - Special Town Meeting - Committee Reports

APPOINTMENTS

1.	Jeffrey Stulin	Minuteman District School Committee Term Exp. 6/30/2024
----	----------------	--

CONSENT AGENDA *=Backup attached

1.*	Adopt Calendar Year 2023 Fee Schedule
2.*	Approve the Norfolk County-8 Local Public Health Coalition Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant.
3.	Accept the following donations made to the Needham Free Public Library; Koimonogatari: Love Stories Vol. 2 from Kieran Teare-Thomas, \$40 from The Needham Garden Club in Memory of Janet O'Shea, Azores donated by Dmitry Gorenburg, Gazing at the Sky: My journey from Nazi occupied and Communist dominated Poland to the United States in pursuit of freedom and happiness donated Anonymously.
4.	Accept the following donation made to the Needham Public Health's Interface Referral Program; \$8,000 from Beth Israel Deaconess Hospital – Needham.
5.	Accept the following donation made to the Needham Fire Department; \$100 from the Fidelity Charitable Donor-Advised Fund.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Arts and Culture Action Plan
Presenter(s)	Amy Haelsen, Economic Development Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Economic Development Manager will present a proposal by the Metropolitan Area Planning Council (MAPC) to facilitate a cultural planning process that will result in a proposed vision reflective of Needham's arts and culture community's goals and a Needham Arts and Culture Action Plan to identify strategies to bring the vision to fruition. MAPC's proposal includes \$42,500 in in-kind support via MAPC staff time and technical assistance for data collection and analysis, community engagement, and writing the plan. The planning process is estimated to last 1 year, starting in Fall 2022.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. MAPC Proposal: Needham Arts and Culture Action Plan	



Needham Arts and Culture Action Plan

Scope of Work – October 20, 2022

Project Summary

The Town of Needham has engaged the Metropolitan Area Planning Council (MAPC) to provide technical assistance in developing an Arts and Culture Action Plan. This project is the Town's first cultural planning process and will help to implement the historic and cultural resource area goals outlined in the adopted Select Board Goals¹ and the Town's FY23 Operating Budget.² Needham's Town Meeting recently approved additional Town funds in the operating budget to supplement the funds that the Needham Council for Arts and Culture receives from the State, doubling the Council's annual budget. This financial commitment demonstrates the Town's willingness to invest in arts and culture.

The Arts and Culture Action Plan created through this planning process will serve as a blueprint guiding Needham's efforts to nurture a thriving arts and cultural community accessible to all. As a result of this cultural planning process, Needham will have identified and prioritized its policy goals and actions the Town and its partners can take to strengthen and grow arts and cultural opportunities in Needham. Funding for this project comes from in-kind support from a MAPC Technical Assistance grant, encompassing \$10,000 in DLTA funds and \$32,500 in funds provided by the Barr Foundation to support the Arts & Culture Department. In-kind support from Needham staff and the Needham Council for Arts and Culture (NCAC) will supplement direct costs related to the project, though there will be no exchange of funds

In addition to this proposal for cultural planning, there are multiple planning efforts currently underway in Needham, including a Climate Action Plan and a Housing Study. As part of this work, MAPC will pursue opportunities to align the Needham Arts and Culture Action Planning process with Needham's Climate Action Committee and the Housing Working Group. Within the project goals this process will explore the intersection of arts and culture with Needham's climate resilience and housing initiatives.

Deliverables

The cultural planning process will result in a proposed Vision Statement reflective of Needham's arts and culture community's goals and a Needham Arts and Culture Action Plan to identify strategies to bring the vision to fruition. The Arts and Culture Action Plan will provide a baseline understanding of Needham's arts and cultural assets and needs. The planning process will include a review of existing conditions and plans from town-sponsored and independent organizations with arts and cultural programming and resources, a cultural asset inventory, and engagement with Needham's arts and

¹ Needham Select Board. (2022, September 27). *Select Board Goal Statement*. Retrieved from <http://www.needhamma.gov/DocumentCenter/View/42157/Select-Board-Review-Goals-2023-2024-9272024-FINAL?bidId=>

² Town of Needham. Office of the Town Manager. *Proposed Annual Budget Fiscal Year 2023*. Retrieved from <https://www.needhamma.gov/DocumentCenter/View/24926/FY2023-Proposed-Annual-Budget?bidId=>

culture community. The Needham Arts and Culture Action Plan will provide a set of policy goals and recommendations for public, private, and philanthropic actions that will support the vision of thriving arts and cultural life for all who visit, live, work, and play in Needham. Recommendations will also inform the Town's efforts to implement the arts and culture goals identified in the Select Board goals and will inform future proposed budgets for the Town.³

Project Area Context

The Town of Needham is on rocky uplands located within the loop of the Charles River in the eastern section of Norfolk County. Needham is 10 miles southwest of Boston and 29 miles east of Worcester. Needham is a mature suburban town and part of the Inner Core (ICC) and Three Rivers (TRIC) Subregions.

Historical Context

Oral traditions and archaeological and historical evidence illustrate that thriving communities have existed in the area that we now call Needham for thousands of years. To support these communities, indigenous people utilized important technologies such as companion planting, weirs to collect abundant fish, and barbed projectile points for hunting to ensure a consistent food supply. The land has long been an area of inter-tribal interaction among Algonkian-speaking Massachusetts tribe, the Wampanoag, Nipmuc, and other indigenous groups, and continues to be a home to and a place of importance to members of these tribes today.

At the time of contact with European settlers, the land was primarily the home to the Algonkian-speaking Massachusetts tribe.

As European settlement of the Town started in the 1630s as Dedham's "North Parish," settlers lived alongside the Native Americans whose lands fell within the boundaries of the inland town established by the Massachusetts General Court. Early English settlers had to adapt the agricultural practices they brought from England as the soils along the Charles River did not yield the common crops of the time. Instead, the settlers looked to cattle, garden crops, and the river to produce what was needed to survive.⁴

During this period of intermingling, one of the prominent Native American residents of the area was William Nehoiden. William Nehoiden was converted to Christianity and moved to the Praying Indian village of Ponkapoag (what we now call Canton). He worked with Rev. John Elliot to translate the Bible into Algonkian in the hopes of converting other native people to Christianity. However, during King Phillip's War, the English forcibly interred Nehoiden and other Christian Indians on Deer Island in Boston Harbor. Many died due to starvation and lack of shelter from the elements. After surviving the traumatizing experience of internment, representatives of the Town of Dedham approached Nehoiden to purchase land he was said to control.⁵ On April 13, 1680, he signed a deed of sale⁶ for

³ FY23 Proposed Budget Goal 4.1 - Explore using ARPA funds for Public Arts. Retrieved from <https://www.needhamma.gov/DocumentCenter/View/24925/2023-BUDGET-TAB-5-Appendices?bidId=>

⁴ Greis, G. P. (2022, September 19). *The thumbnail history of Needham*. Needham History Center & Museum. Retrieved from <https://needhamhistory.org/the-thumbnail-history-of-needham-2/>

⁵ Greis, G. P. (2022, September 19). *The thumbnail history of Needham*. Needham History Center & Museum. Retrieved from <https://needhamhistory.org/the-thumbnail-history-of-needham-2/>

⁶ While the motive for William signing the deed is not fully known, it coincides with other "sales" of native lands during this time through coercion, threat, and other forms of duress. Even if William understood the terms of sale in the same manner that the English did, it still must be acknowledged that these deeds and sales represent theft of land, as no other tribal member was consulted or acknowledged in the exchange.

the land for 10 pounds of currency, 40-50 acres of land, and 40 shillings of Indian corn.⁷ Although the lands of the native peoples had already been apportioned to English settlers under the authority of the colonial government, the Nehoiden Deed is referenced as the moment when the land was officially removed from indigenous control. In the following decades, the growing community of North Parish settlers called for their separation from Dedham and the establishment of a new Parish. The General Court approved the request in 1711, naming the new town Needham. The community grew, establishing a town center with a meeting hall, a school, and a tavern, among other spaces for gathering.⁸

In the 1850s and 1860s, railroads transformed Needham from an agricultural town to a hub of industry and immigrant settlement. In the true Needham spirit of adaptation, Great Plain Avenue became a hub for churches, businesses, and civic spaces. In the late 1800s, Needham continued to see a steady influx of English, Polish, Irish, and Italian immigrants who arrived and found work in the knitted garment factory in Needham Heights. However, farming and knitting remained the primary bolsters of Needham's local economy, with agricultural goods including poultry, flowers, and dairy products.

The Town Hall and Common were built and established in the late 1800s and 1900s, a period noted as the Town Center's heyday.⁹ In the 1920s, Needham marketed itself as a residential suburban community, spurring a 50 percent increase in population during the 1930s. In the 1950s, business activity in Needham shifted in response to the development of Route 128 as "America's Technology Highway."¹⁰ Today, these business centers have evolved into locations for high technology firms.

Despite, or perhaps because of, a long history of adaptation, innovation, and growth, Needham maintains a strong cultural and civic fabric that allows its community to thrive. As Needham changes, the community continues to support small businesses, strengthen artistic, musical, and cultural efforts, and protect the institutions that tell the town's stories.

Transportation

Transportation systems have dramatically shaped the town's historical development and current position as a residential suburb and a hub of economic activity. Today, Needham's transportation network connects it to Boston, Newton, Watertown, and other surrounding communities. Needham residents' average commute to work is 32.5 minutes, notably 5.2 minutes longer than in 2010. 66.5% of Needham residents drive to work alone, while 12.8% use public transit. In addition, 3.9% of Needham residents carpool, while 2.9% walk to work.

The MBTA Needham Commuter Rail Line makes four stops in Needham. Commuters using the Needham Commuter Rail Line can take the inbound train from Needham Heights to South Station. Stops along the way include Needham Center, Needham Junction, and Hersey. MBTA Bus Route 59 runs from Needham Junction to Watertown Square. Those travelers who use Bus 59 enjoy around 61 stops along the way, including many through the City of Newton. Today, automobile travelers can use

⁷ Fiske, Joseph Emery. (1917) *History of the Town of Wellesley, Massachusetts*. The Pilgrim Press., 4 Hurd, Duane Hamilton. (1884) *History of Norfolk County, Massachusetts: With Biographical Sketches of Many of Its Pioneers and Prominent Men*. J.W. Lewis & Company., 517.

⁸ Greis, G. P. (2022, September 19). *The thumbnail history of Needham*. Needham History Center & Museum. Retrieved from <https://needhamhistory.org/the-thumbnail-history-of-needham-2/>.

⁹ DiNisco Design Partnership. (2009, March 30). *Full Downtown Study Report: Needham Center Development Plan*. Needham, MA | Official Website. Retrieved October 20, 2022, from <https://www.needhamma.gov/>

¹⁰ Greis, G. P. (2022, September 19). *The thumbnail history of Needham*. Needham History Center & Museum. Retrieved from <https://needhamhistory.org/the-thumbnail-history-of-needham-2/>

exits 33 and 35 on Route I-95/MA 128 (Yankee Division Highway), which runs along the eastern side of the Town. Disabled and elderly residents of Needham may utilize MBTA's The Ride program for a door-to-door, shared public ride service.

Downtown Needham is a walkable area rich with small businesses, restaurants, and cultural institutions. Those looking to walk, bike, or hike for leisure can do so at Cutler Park. The park includes a 6.3-mile loop trail around Kendrick Pond and within the Cutler Park Reservation.

Demographics

Today, Needham is a community of 32,091, according to the 2020 Census. The age of Needham's population is on par with that of nearby suburban communities, though somewhat older than the neighboring municipalities of Wellesley and Boston. According to 2020 Census estimates, young people under 18 years old account for 27.3 percent of the population. Almost a fifth of Needham's population is 65 years of age or older, with 10.2 percent of Needham's population aged between 65 and 74 years old. Around 13.89 percent of Needham residents are foreign-born, similar to the share of foreign-born population in neighboring suburban neighborhoods and lower than that of the nearby cities of Cambridge and Somerville. Within Needham's foreign-born population, 45 percent are from Asia. As of 2020, 16.6 percent of the population speaks a language other than English at home (2.4 percent Spanish, 7.2 percent Indo-European, and 5.2 percent Asian/Pacific Islander languages). Needham's racial and ethnic demographics are estimated to be 82.6 percent White, 8.9 percent Asian, 2.9 percent Black, and 3.2 percent Hispanic or Latino of any race.

Housing Context

Needham's housing stock primarily consists of owner-occupied single-family homes on lots with less than one acre, and parcels of vacant development land are scattered such that new growth takes the form of infill and some redevelopment. According to the American Community Survey 5-Year Estimates (2016-2020), 84.5 percent of housing units are owner-occupied, with the median home value at \$900,200. Needham's housing stock has seen increases in the median home value across all five of Needham's census tracts, ranging from 37.4 percent to 60.2 percent between 2000 and 2017. For renters, the median gross rent was \$1,604 between 2016-2020.¹¹ Notably, the increase in housing costs presents challenges for ensuring affordable housing within the community particularly for populations on fixed incomes and renters.

Arts and Culture

Needham is rich in arts and cultural assets. These include performing and visual arts organizations, like The Great Hall Performance Foundation, Needham Community Theatre, Needham Concert Society, and The Arlekin Players Theatre, among others. Needham also has many historic and cultural resources throughout the Town. The Needham Free Public Library (established in 1888) and The Needham History Center and Museum (established in 1915) have celebrated the history of Needham and the accomplishments of its residents through exhibits, programs, publications, and outreach to the schools and community groups. Additionally, the Needham Council for Arts and Culture (NCAC) provides financial support to artists, musicians, teachers, performers, and other individuals and groups who can enhance the community's cultural life. The NCAC has also piloted innovative programs like Storefronts Needham, a revitalization program that infuses new energy into vacant storefronts throughout Needham's business districts through public-private partnerships. NCAC also created the Needham Heights Mural Project, which will use grant funding secured from

¹¹MAPC. February 2021. *Data Common*, Retrieved from <https://datacommon.mapc.org/gallery/2021/february>

the Town of Needham through the American Rescue Plan Act (ARPA) to complete a mural by artists economically impacted by the COVID-19 public health crisis.¹²

Partners and Responsibilities

The Needham Office of the Town Manager's Economic Development Manager, Amy Haelsen, will oversee the development of the Arts and Culture Action Plan. The Economic Development Manager will appoint members to a Needham Cultural Planning Working Group, including members from the Needham Council for Arts and Culture (NCAC) and representatives from other town boards, committees, and commissions. The Economic Development Manager will also assist MAPC in convening meetings of the Working Group and provide early feedback on the first draft of the assets and needs assessment and final Action Plan. The Economic Development Manager will participate in monthly project management meetings with MAPC and will be responsible for including local project partners as needed in these meetings.

Needham's Economic Development Manager will serve as the project's primary outreach and engagement partner. MAPC will work closely with Needham's Office of Town Manager (EDM) to develop and implement the outreach and engagement strategy. EDM in partnership with NCAC will allocate in-kind project hours to convene, facilitate, and document public feedback collected through 4-6 focus groups conducted throughout the assets and needs inventory process. EDM will also assist with communications and publicity for the project, helping to ensure robust and diverse public participation in the project. As needed, members of the NCAC will attend monthly project management meetings with the Office of the Town Manager's Economic Development Manager and MAPC.

The Metropolitan Area Planning Council (MAPC) will lead the production of project deliverables. The MAPC project team will include staff from the Arts and Culture, Data Services, and Community Engagement departments and divisions. MAPC will develop and co-implement the outreach and engagement activity in partnership with the EDM. MAPC will schedule monthly project management meetings with the Office of the Town Manager throughout the project and work with the Office of the Town Manager to schedule three meetings with the Needham Cultural Planning Working Group to engage the group at key intervals of the project. The MAPC project team will include Abbey Judd, Regional Arts and Culture Planner as the project manager with support from Archana Menon, Arts and Culture Fellow, and Annis Sengupta, Director of Arts and Culture.

PROJECT WORK PLAN

Task 1: Project Management and Meetings

MAPC will manage communications and collaboration with the Office of the Town Manager's Economic Development Manager and the Needham Cultural Planning Working Group.

1.1 Project Management – MAPC will coordinate the overall management of the project, tracking work plan progress, budget, and timeline. MAPC will coordinate with the Needham Office of the Town Manager's Economic Development Manager to provide regular progress updates, manage engagement activities, prepare for Working Group and public meetings, and develop work products.

¹² Town of Needham. Office of the Town Manager. *Proposed Annual Budget Fiscal Year 2023*. Retrieved from <https://www.needhamma.gov/DocumentCenter/View/24926/FY2023-Proposed-Annual-Budget?bidId=>

1.2 Needham Cultural Planning Working Group Meetings – MAPC will prepare for, attend, and conduct follow-up for three meetings for the Needham Cultural Planning Working Group. The Needham Cultural Planning Working Group will be composed of public, private, and nonprofit stakeholders; including but not limited to members of the Needham Council for Arts and Culture (NCAC) and the Needham Community Revitalization Trust Fund, as well as representatives from other town boards, committees, and commissions.

Deliverables:

- Three Needham Cultural Planning Working Group meetings:
 - Meeting #1: Kick-off meeting to discuss project vision, goals, and outcomes.
 - Meeting #2: Debrief findings from the arts and cultural assets and needs inventory; debrief public input collected from focus groups with segments of the Needham community, including individuals, organizations, and businesses; and prepare for town-wide Public Meeting #1.
 - Meeting #3: Discuss draft action plan recommendations and prepare for the town-wide Public Meeting #2.

Partner responsibilities:

- Needham's Office of Town Manager EDM will coordinate the selection, communications, and meeting scheduling for the Needham Cultural Planning Working Group.
- Needham's Office of Town Manager will provide contact information for the Needham Cultural Planning Working Group members.

Task 2: Existing Conditions: Data Collection and Analysis

MAPC will document existing conditions relevant to the Needham Arts and Culture Action Plan based on documents and data provided by the Office of the Town Manager and in partnership with NCAC. This process will include reviewing the existing planning and policy documents and data to inform the cultural asset mapping process. MAPC will identify opportunities to connect with other planning processes coinciding with the cultural planning process.

Task 2.1 Needham Policy and Planning Documents – MAPC will review available plans, studies, reports, and data to synthesize data pertaining to Needham's arts and cultural assets and needs.

Task 2.2 Cultural Asset Inventory – MAPC will assemble baseline data documenting arts and cultural assets in Needham by creating a cultural asset inventory. This initial effort will be continued and expanded through qualitative data collected through community engagement efforts identified in Task 3 and ultimately produce cultural asset maps in Task 4.

Deliverables:

- Summary of baseline conditions relevant to the cultural planning process and identify existing policy priorities related to arts and culture in Needham;
- Cultural assets inventory documenting known arts and cultural assets in Needham.

Partner responsibilities:

- Needham's Office of the Town Manager will provide copies of plans, studies, reports, and data that MAPC should review;

- Needham's Office of Town Manager in partnership with NCAC will provide existing documentation of arts and culture assets and programming and assist in identifying spaces and facilities, individuals, organizations, and businesses related to arts and culture in Needham.

Task 3: Community Engagement and Outreach

MAPC will work with the EDM to conduct outreach and engagement to identify additional arts and cultural assets, document arts and cultural needs in the community, and ultimately review proposed action plan strategies. MAPC will collect qualitative and quantitative data through multiple engagement methods, including a town-wide survey, targeted focus groups, and public meetings. MAPC will work with EDM to identify other opportunities for various modes of engagement, including technology-based and arts-based engagement.

Task 3.1 Vision Statement – MAPC will draft a vision statement based on initial interviews conducted with the Cultural Planning Working Group for the future of arts and culture in Needham. This vision statement will be discussed at the Cultural Planning Working Group Meeting #2 and revised based on feedback from the survey, focus groups, and public meetings.

Task 3.2 Survey Engagement – MAPC will create and administer a town-wide survey to collect input on arts and cultural assets and document needs within Needham's broader artistic and cultural communities. This survey will inquire about the vision for Needham's arts and culture community, existing arts and culture programming, space, and facilities needs, as well as the needs of arts and cultural organizations and businesses – such as fundraising, marketing, and audience development.

Task 3.3 Focus Group Engagement – MAPC will support the creation and facilitation of focus group engagement. Focus groups will engage segments of Needham's population and individual artists/micro-entrepreneurs; arts and cultural nonprofit organizations and programs; arts and non-arts businesses; public school music and arts programs; and different demographic groups – including young people, seniors, families, Needham's Asian communities, and BIPOC residents.

Task 3.4 Public Meetings – MAPC will conduct, prepare, attend, and co-facilitate two town-wide public meetings with the support and guidance of the EDM and Needham Cultural Planning Working Group. MAPC will lead the preparation and co-facilitation with the Office of the Town Manager and the Needham Cultural Planning Working Group of two town-wide Public Meetings:

- **Public Meeting #1**
 - MAPC will synthesize and present preliminary findings from the Cultural Asset Mapping, Survey, and Focus Groups in developing a cultural vision and identity statement for Needham.
- **Public Meeting #2**
 - MAPC will present the draft of the Needham Arts and Culture Action Plan recommendations for public review and feedback on the proposed strategies for final revisions.

Deliverables:

- One draft and one revision of an inclusive vision statement to guide the development of Needham's arts and culture community and future policies;
- Facilitation guide and notetaking forms for 4-6 focus groups that MAPC and EDM will conduct;

- Synthesis of feedback from focus group engagement to guide recommendations for the Cultural Action Plan Draft;
- One draft and one revision of a town-wide survey;
- Summary and analysis of the survey results to identify primary arts and culture needs presented by artists, arts and cultural organizations, and businesses in Needham.

Partner responsibilities:

- Needham's Office of Town Manager EDM will finalize a list of critical quantitative and qualitative data to collect with MAPC through the town-wide survey;
- Needham's Office of Town Manager in partnership with NCAC will distribute and share the town-wide survey through existing networks and public-facing platforms;
- Needham's Office of Town Manager in partnership with NCAC will assist with identifying participants for the focus groups prioritizing diversity of experiences and racial equity;
- Needham's Office of Town Manager in partnership with NCAC will work with MAPC to co-facilitate and organize focus groups, including reserving physical space and virtual options for hybrid meetings;
- EDM will take on an active role in co-facilitating focus groups with MAPC;
- Needham's Office of Town Manager EDM will work with MAPC to co-facilitate and organize public meetings, including reserving physical space and virtual options for hybrid meetings, and coordinate with the Needham Cultural Planning Working Group;
- Needham's Office of Town Manager EDM will support outreach for public meetings, including newsletters, invitations, and posting information about each meeting on existing networks.

Task 4: Arts & Culture Action Plan

MAPC's cultural planning process will culminate with a Needham Arts and Cultural Action Plan for Needham's arts and culture community. The final report will include a revised vision statement, existing conditions, relevant policies to support Needham's arts and culture community; cultural asset maps informed by community engagement; summaries and analysis of feedback collected in the survey, focus group engagements, and public meetings.

Task 4.1 Draft of Action Plan – MAPC will develop and prioritize a preliminary list of actions based on data collected through existing conditions, assets, and needs through cultural asset mapping, the town-wide survey, and focus group engagements. Proposed actions may include regulatory mechanisms, development incentives, programmatic activities, and coordination elements to promote thriving arts and cultural life in Needham. MAPC will present a revised preliminary Action Plan at Public Meeting #2 for public review and comment.

Task 4.3 Final Action Plan – MAPC will complete a proposal for a Needham Arts and Culture Action Plan, including a revised vision statement, a synthesis of findings from the existing conditions, cultural assets, and needs assessment, and a revised series of recommended actions based on feedback from the Cultural Planning Working Group and public meeting.

Deliverables:

- One draft and one round of revisions of preliminary Action Plan recommendations to present to the Needham Cultural Planning Working Group;

- One final draft of the Final Needham Arts and Culture Action Plan delivered to Needham's Office of Town Manager. The final draft of the Arts and Culture Action Plan will include the following elements:
 - An inclusive vision statement to guide the development of Needham's arts and culture community and future policies;
 - Synthesis and summary of arts and cultural assets, needs, and opportunities, including relevant recommendations from previous planning projects and consolidation of arts and cultural planning efforts;
 - A cultural asset map highlighting existing arts and cultural assets in Needham;
 - A detailed action plan with time-bound recommended actions for the Town of Needham to take to support the arts and culture in Needham. Each recommended action will include a method for implementation partners and identify sources of potential funding;
 - A summary of community engagement conducted to inform the development of the Arts and Culture Action Plan.

Partner responsibilities:

- Needham's Office of Town Manager EDM, and the Needham Cultural Planning Working Group and members of the Needham Select Board will provide feedback and edits to the Draft of the Action Plan;
- Needham Cultural Planning Working Group will review and sort proposed actions into three categories: short-term (one year), medium-term (two to three years), and long-term (four to five years).

Task 5: Communications

MAPC will work with Needham's Office of Town Manager EDM to ensure robust and clear communications to support a transparent and responsive cultural planning process. MAPC will support communications and publicity, understanding that Needham's Office of Town Manager EDM, and the Needham Cultural Planning Working Group will lead communications and outreach in this cultural planning process.

Task 5.1 Project Webpage - MAPC will create a webpage for the project.

Task 5.2 Other Communications - MAPC will prepare flyers and press releases at key intervals in the project timeline – including the project launch and in advance of the town-wide public meetings to promote cultural planning efforts and events.

Deliverables:

- Project webpage hosted by MAPC to post updates on the project;
- A maximum of two press releases throughout the project to encourage participation in town-wide public meetings;
- A standard flyer that can be adapted by EDM as needed to promote focus group meetings and used to promote public meetings.

Partner responsibilities:

- Needham's Office of Town Manager EDM will print and distribute flyers and press releases to town contacts and share posts on relevant social media accounts;

- Needham's Office of Town Manager EDM will create and maintain a project webpage on the Town's website to host updates and the town-wide survey, announce the public meetings, and publish items for public comment and review.

Project Budget

The total project budget is \$42,500 for the Town of Needham, encompassing \$10,000 in DLTA funds and \$32,500 in funds provided by the Barr Foundation to support the Arts & Culture Department. In addition, the Town of Needham will provide an in-kind contribution of staff time, as reflected below.

Task	Timeframe	MAPC Budget	Needham In-Kind Staff Support
Task 1: Project Management and Meetings	Oct. 2022 – Nov. 2023	\$12,000	\$1,416
Task 2: Existing Conditions: Data Collection and Analysis	Oct. 2022 – Dec. 2022	\$3,000	\$472
Task 3: Community Engagement and Outreach	Nov. 2022 – July 2023	\$17,000	\$3,068
Task 4: Arts & Culture Action Plan	November 2022 - May 2023	\$7,000	\$944
Task 5: Communications	May 2023 - August 2023	\$2,500	\$472
Non-labor Costs		\$1,000	TBD
TOTAL Grant Amount & Estimated In-Kind Support		\$42,500	\$6,372

Project Objectives

Project Connection to MetroCommon 2050

In addition to advancing local community and economic development goals, this project will advance MetroCommon 2050 Goal H: Thriving Arts, Culture, and Heritage. "More people will take advantage of the region's artistic and cultural resources."¹³

¹³Metropolitan Area Planning Council. (2021) *Metro Common 2050*. Retrieved from <https://mapc.gitbook.io/metrocommon-2050-goals/goals/thriving-arts-culture-and-heritage>

This project will also enact the MetroFuture strategies 6E, 11B, and 11C.¹⁴

- fostering urban vitality through support for arts districts;
- supporting arts and culture as a way to build community and civic engagement;
- supporting the coordination of creative economy initiatives; and supporting live/workspaces and creative incubator spaces.

This project will also advance MAPC priorities related to economic development by creating more opportunities for artists and creative businesses to locate in and create work in communities and equity, incorporating art as a mechanism for facilitating diverse populations' involvement with public processes and MAPC's Creative Civic Engagement guiding approaches¹⁵

Process Benchmarks

1. Appointment of 8-10 diverse leaders to the Cultural Planning Working Group.
2. At least 100 people engaged through the town-wide survey, focus group engagements, public meetings, and other outreach and engagement activities, as confirmed through attendance sheets, attendee counts, and the survey.
3. Attendees at public meetings and focus groups represent Needham's demographics.
4. The outreach and engagement approach are culturally inclusive – utilizing arts-based, technology-based, and traditional methods of engagement.
5. At least two articles about the project are published in local press outlets.

Project Outcomes

1. Findings and recommendations will inform actions that consolidate and strengthen partnerships to support inclusive and equitable arts and culture planning in Needham.
2. Engagement and alignment with simultaneous planning processes ensure a more equitable representation of the diversity of identities and experiences of arts and culture within Needham.
3. Creating an Arts and Culture Action Plan facilitates public and political support for policy and programs expanding access to Needham's arts and cultural opportunities.
4. Findings from this process support future investments from the private sector, public sector, and philanthropy towards arts and cultural opportunities that strengthen cultural vitality and equity in Needham (e.g., spaces, facilities, programming, professional development for artists, etc.).
5. Recommendations of applicable incentives and regulatory mechanisms are implemented and piloted in the Town, creating opportunities for sustainable and equitable arts and cultural development activity, including programming, adaptive reuse, and redevelopment.

Scope Approval

Kate Fitzpatrick, Town Manager
Town of Needham

Date

¹⁴Metropolitan Area Planning Council. *MetroFuture: Goals*. (2008). Retrieved from <https://www.mapc.org/get-involved/metrofuture-our-regional-plan/#goals>

¹⁵Metropolitan Area Planning Council. Community Engagement. Retrieved from <https://www.mapc.org/our-work/services-for-cities-towns/community-engagement/>



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	MetroWest Adolescent Health Survey
Presenters	Tiffany Zike, Assistant Director of Public Health Karen Shannon, Senior Substance Use Prevention Coordinator Julie McCarthy, Epidemiologist

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Public Health Division staff will present data from the 2021 MetroWest Adolescent Health Survey. This is a regional survey administered in 26 towns to monitor trends and emerging health issues among grades 6-12 and to make data-informed decisions. The survey is provided by the MetroWest Health Foundation and is based on the Centers for Disease Control and Prevention's Youth Risk Behavior Survey. Needham has participated since 2006.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Presentation slides	

Metro West Adolescent Health Survey (MWAHS)

Substance Use and Mental
Health





Needham Public Health Department



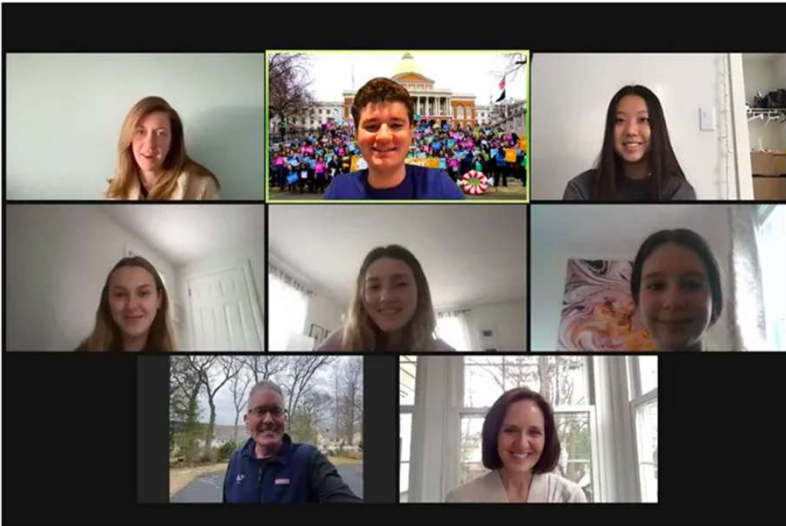
Epidemiology

- Investigate communicable disease trends and chronic diseases in Needham
- Analyze data for clusters and patterns to help inform prevention and intervention activities
- Utilize data throughout different departments that will inform their work and provide best practices
- Investigate disease disparities in how communicable diseases affect different segments of the community
- Develop public education materials including talking points and presentations about Needham's response efforts

Substance Use Prevention

- ❖ **Prevent and Reduce** underage substance use
- ❖ **Build community collaboration** – a common message
- ❖ **Change perceptions and norms** regarding underage substance use
 - ❑ Shift from a *rite of passage* – inevitability
- ❖ **Increase Protective Factors** that support healthy choices
- ❖ **Decrease Risk Factors** that are indicated in underage substance use

Substance Prevention Alliance of Needham



- Community coalition
- 40 volunteers
- 12 sectors represented
- Three action teams: Community, Parent, Youth
- Strategic Prevention Framework (SPF)
- Completed 10 years – Drug Free Communities Grant (ONDCP*)

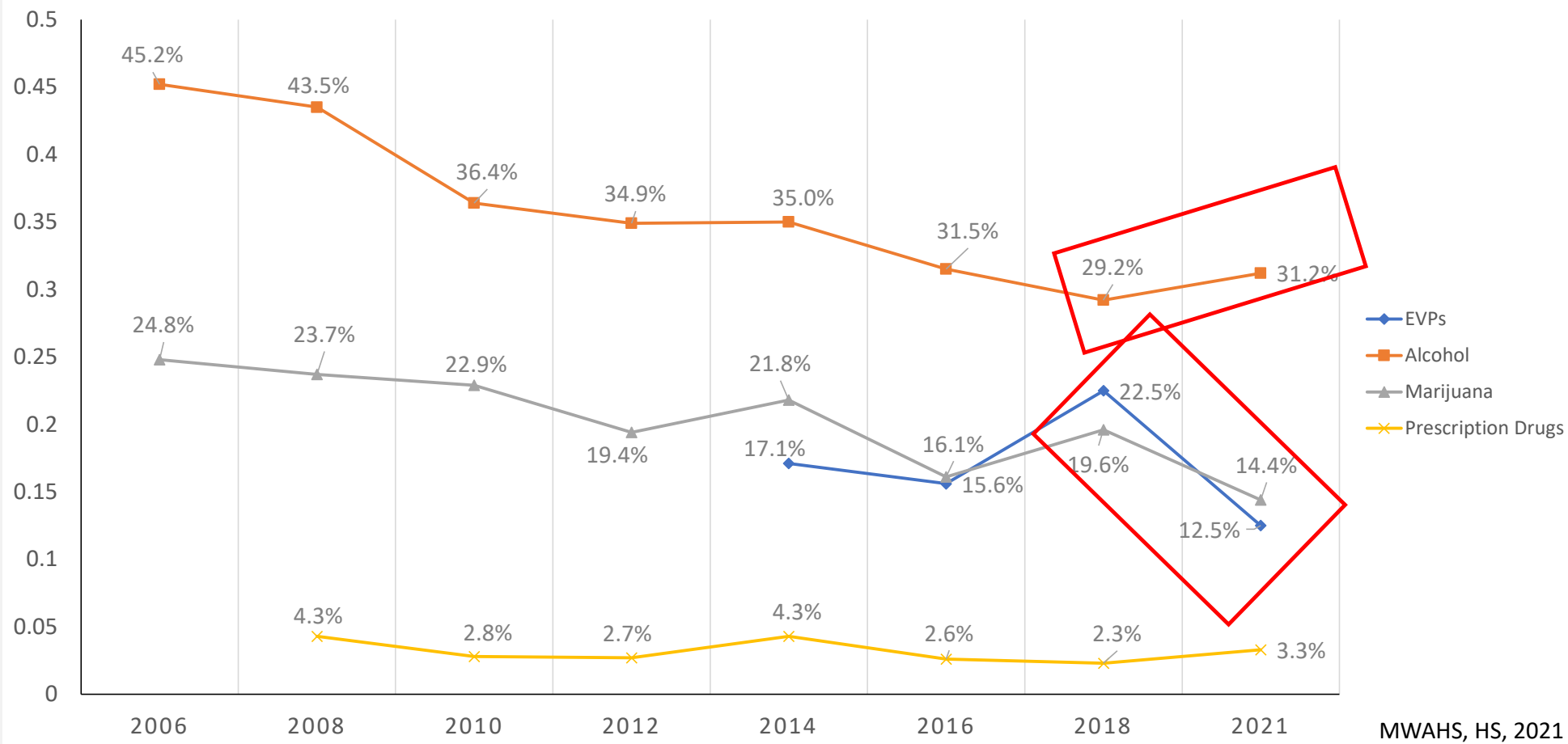
*Office of National Drug Control Policy

MetroWest Adolescent Health Survey (MWAHS)

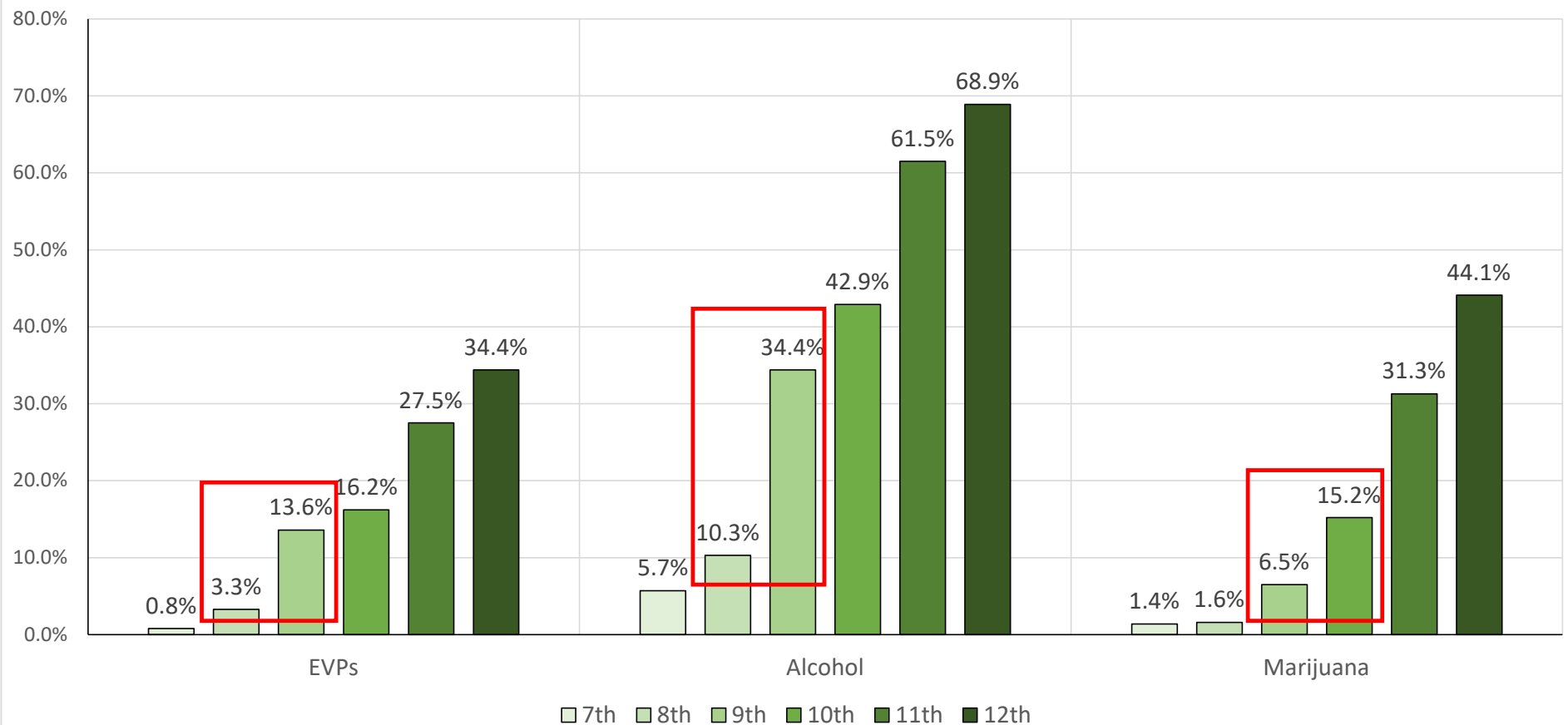
METROWEST
HEALTH
FOUNDATION

- Monitors trends in adolescent health and risk behavior in the 26 communities in the MW served by the MetroWest Health Foundation
- Administered biennially since 2006 (exception of 2020)
- 2021 survey was first to be administered online
- Largely based on Youth Risk Behavior Surveillance System of CDC and Youth Risk Behavior Survey, administered by DESE and DPH
- Highly representative of the student populations in each district

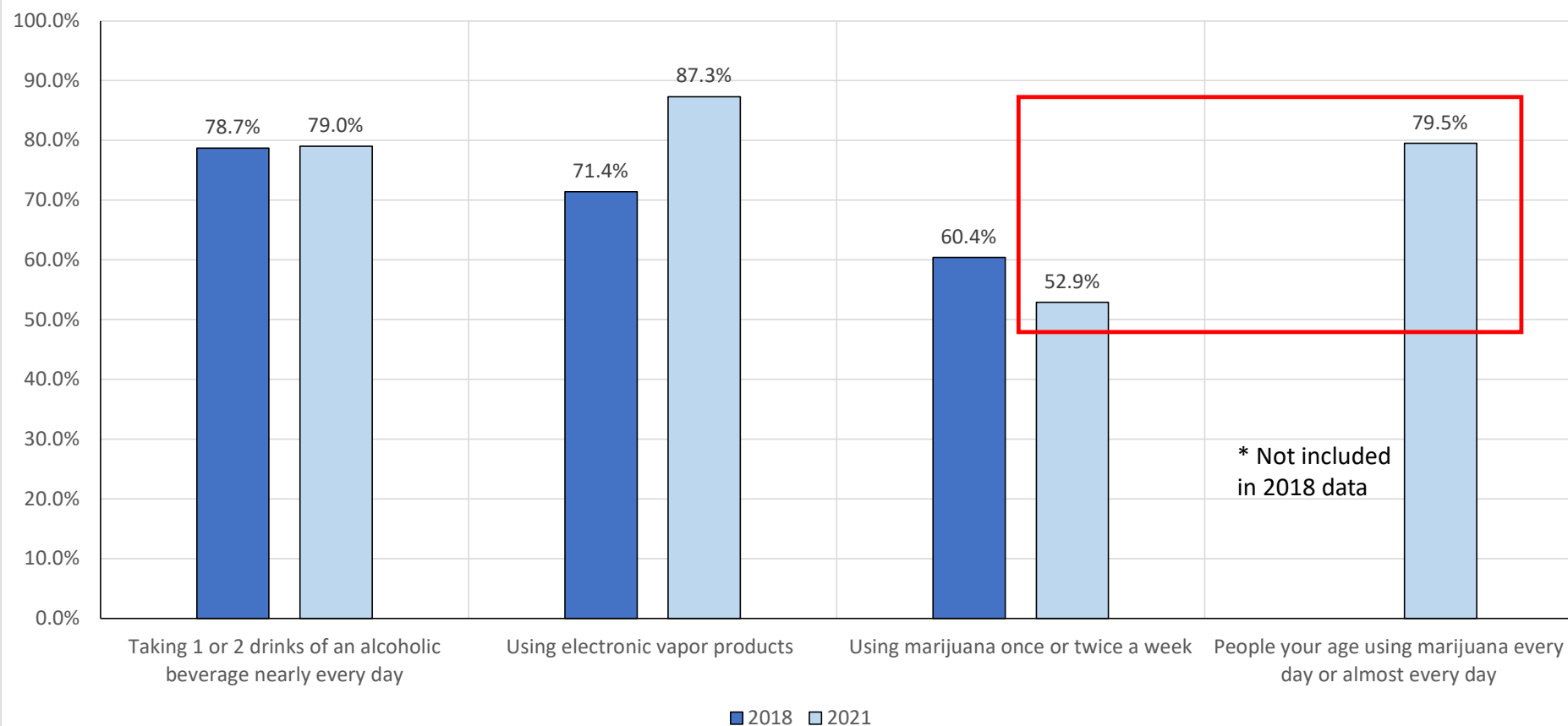
Substance use trends (last 30 days)



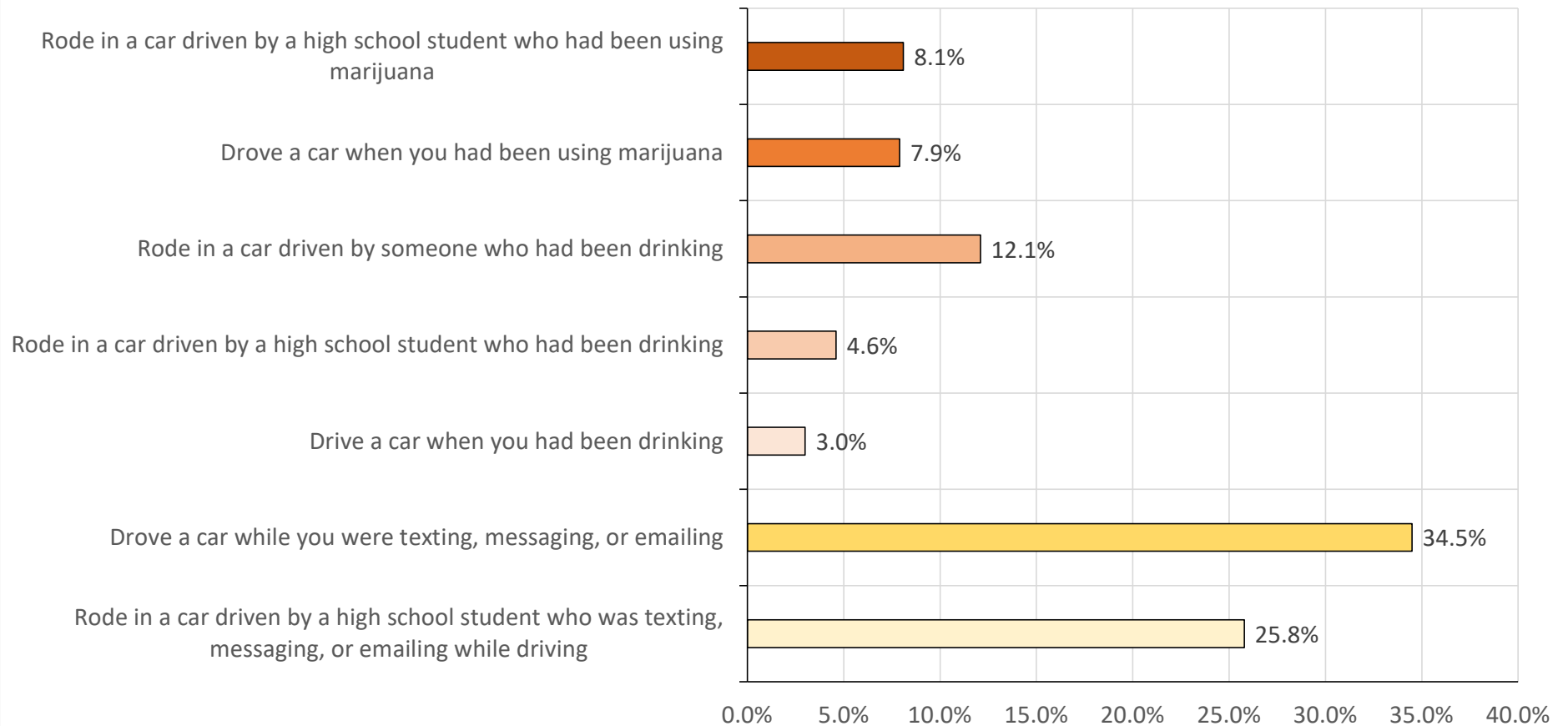
Substance use increases by grade (lifetime use):



Perception of harm



Impaired and distracted driving



SPAN at work: Community collaboration



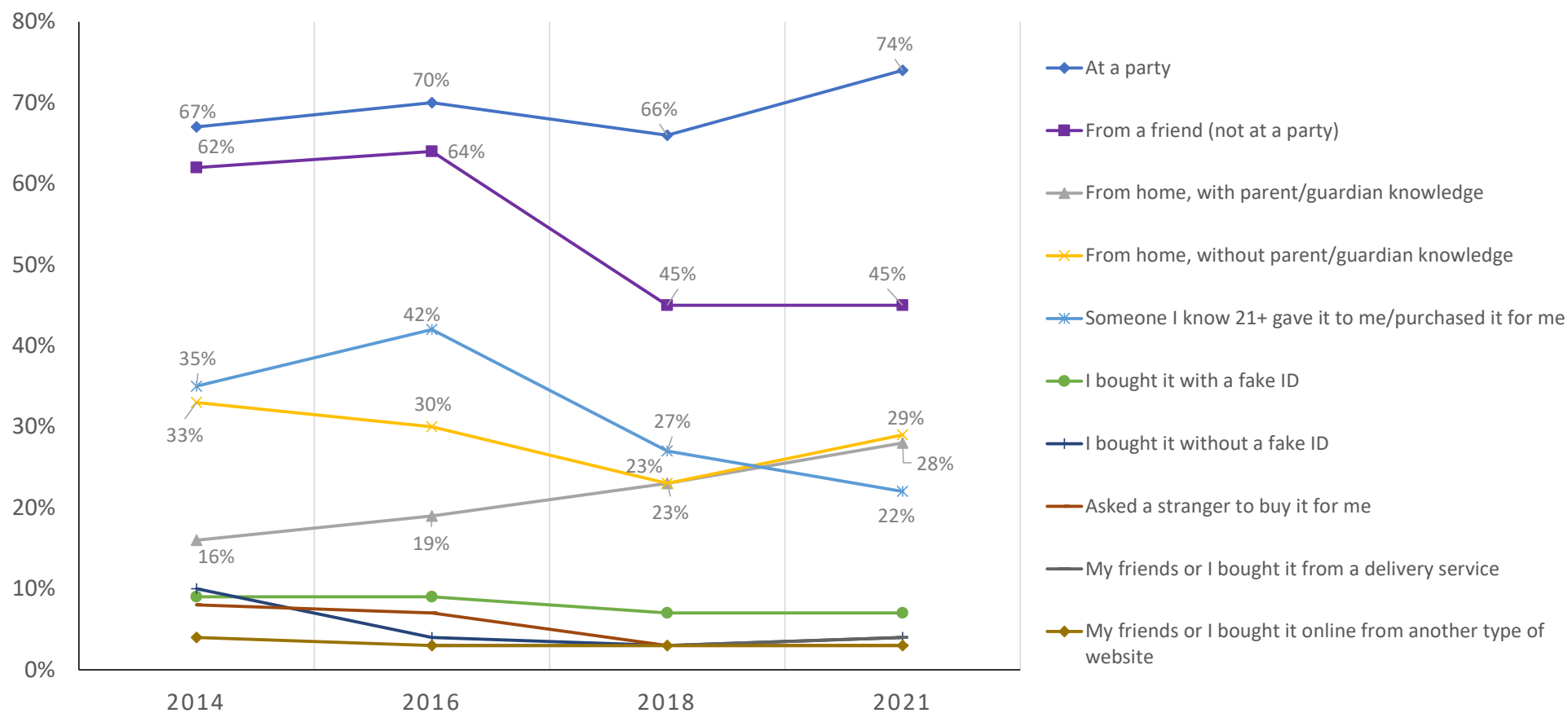
Impaired driving PSA: "Friends Don't Let Friends Drive High" SPAN Community Action Team 2021

<https://youtu.be/FJwoofbbN4s?t=6>

Positive Community Norms Messaging

A poster with a green background and a white border. The text "71% OF ROCKETS HAVE NEVER SMOKED MARIJUANA." is written in a bold, white, sans-serif font. Below the text is a white circular icon containing a cannabis leaf. The poster is set against a background of a school hallway with lockers. A person's hand is visible on the right side of the poster, holding a key. At the bottom of the poster, the text "Keep focused on the things that matter." is written in a smaller, white, sans-serif font. Below this, the text "We got the facts from you: Metro West Adolescent Health Survey (2018)" is written in a small, white, sans-serif font. The SPAN logo is at the bottom, with the text "SPAN SUBSTANCE PREVENTION ALLIANCE OF NEEDHAM" below it. At the very bottom, the text "For additional resources please visit, https://www.spanneedham.org/youth-resources" is written in a small, white, sans-serif font.

Access to alcohol



STOP Act Grant

- **Sober Truth on Preventing Underage Drinking**
 - Funded by SAMHSA
 - 4 years, \$200,000
- **Prevent and reduce underage drinking and promote road safety**
 - Alcohol compliance checks
 - TIPS training

ATTENTION:
ALL NEEDHAM
ALCOHOL
LICENSEE STAFF



Training and Intervention Procedures for Servers (TIPS) responsible beverage service and sales training is happening for the Town of Needham.

FREE 5 HOUR TRAINING!
At the end of the training session, a three-year TIPS certification will be provided to participants. Out of respect for the different mask requirements observed by businesses, we ask that all participants wear a mask during the training. **Food is provided!**



All alcohol licensee staff from restaurants, bars, clubs, liquor stores, and convenience stores in Needham.

 Needham Town Hall- Powers Hall
1471 Highland Ave Needham, MA

 January 10th, 2022 @ 9:30am



SPONSORED BY:  

Registration Deadline is 12/31
QUESTIONS? Email Karen Shannon at kshannon@needhamma.gov

Protective Factors

- Protective factors named as important by students:
 - School connectedness
 - Engagement with school
 - Peer support
- 68% of students feel they are part of a group of friends
- 80% report trying as hard as they can in school
- 72% have at least one teacher/adult in school to talk to about problems
- 92% of students have at least one parent or adult to talk about things outside of school



SALSA

Students Advocating for Life Without Substance Abuse

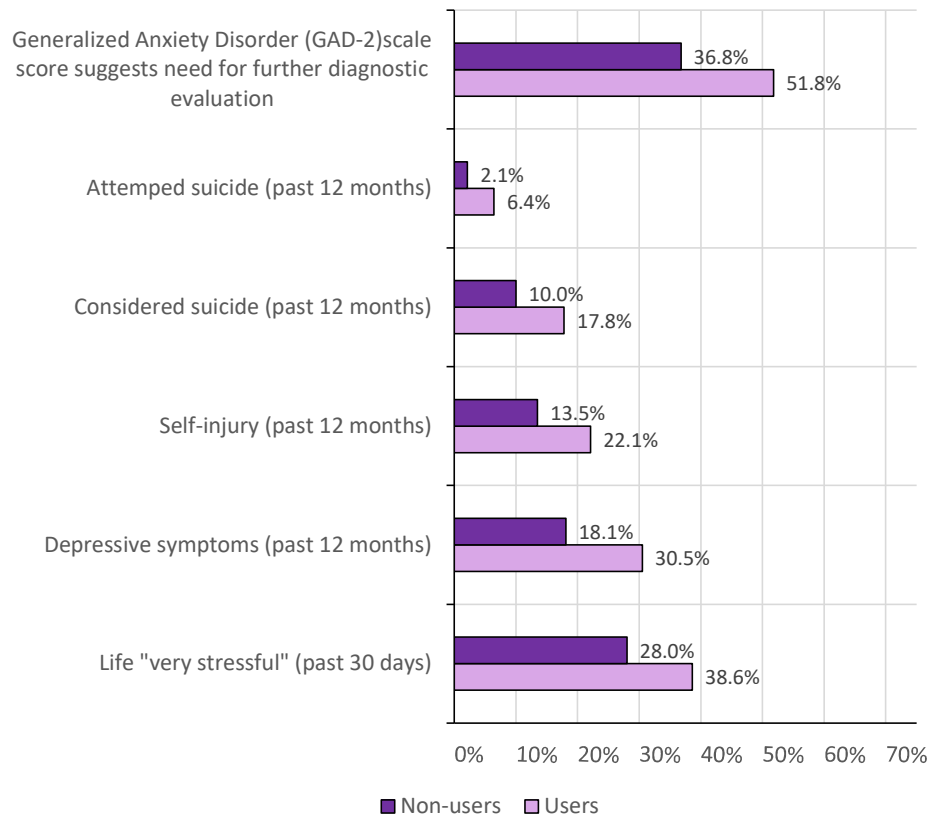


- ❑ Student-led, adult-guided prevention program
- ❑ Needham High School
 - ❖ 200 members
- ❑ Education
- ❑ Advocacy
- ❑ Skill building

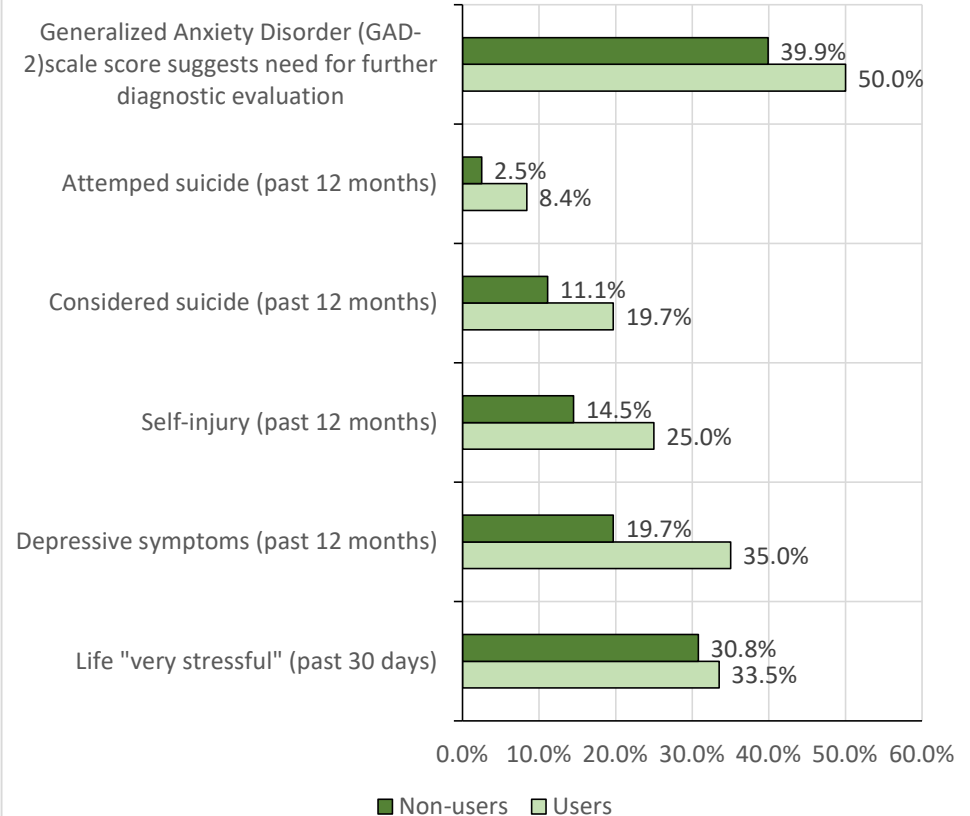


Intersection of SU and MH

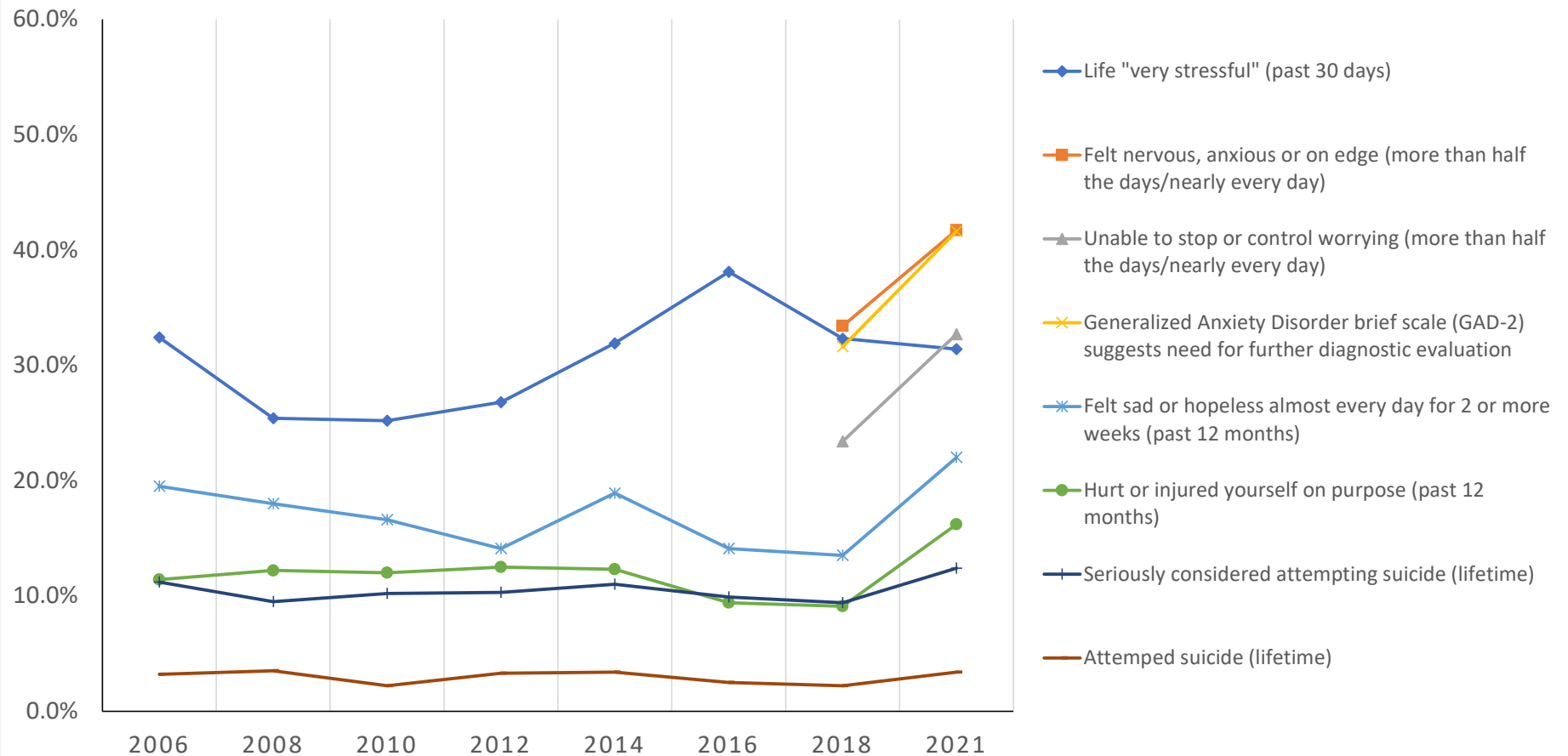
Alcohol



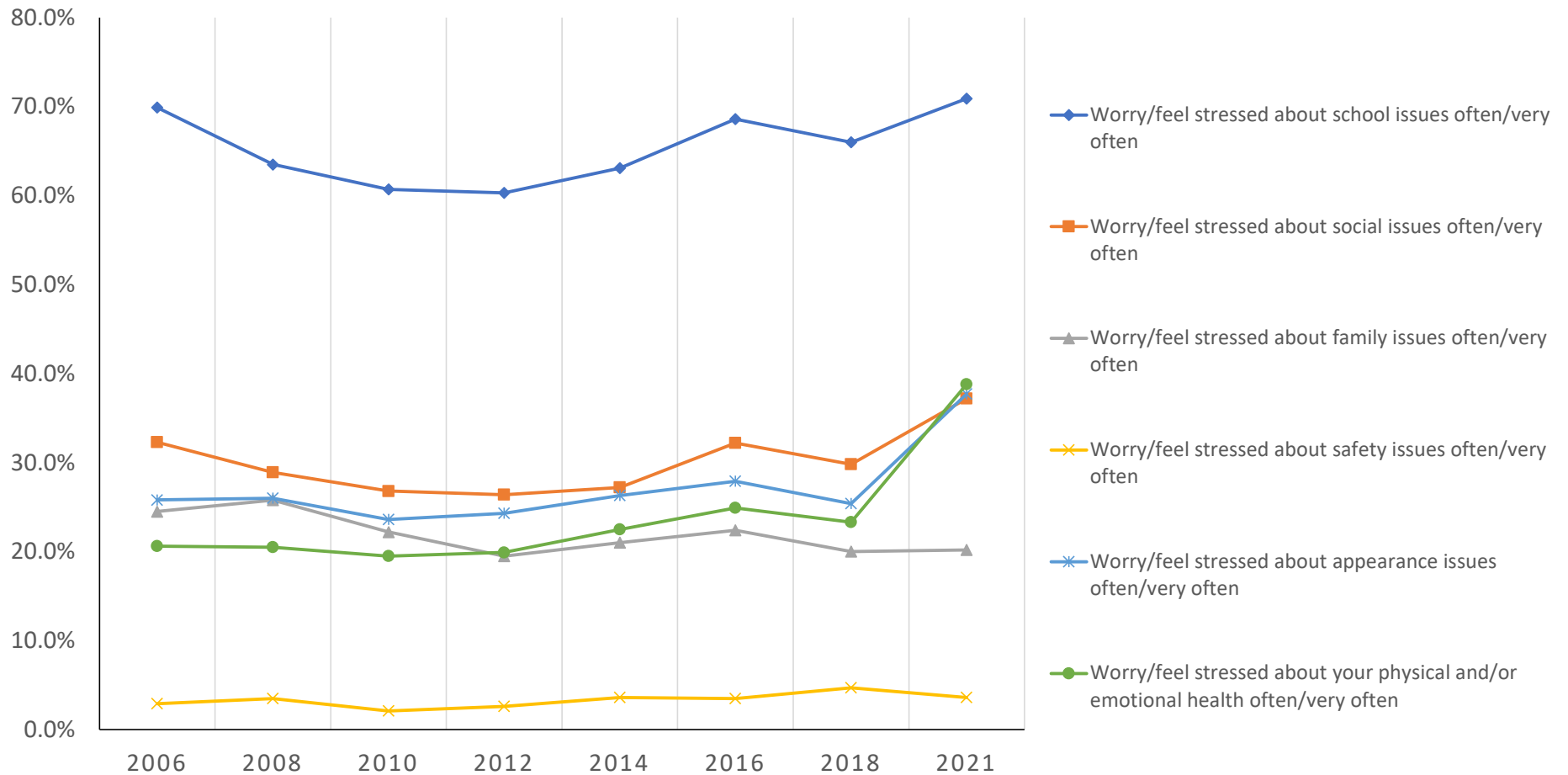
Cannabis



Mental health indicators



Sources of stress



SPAN at work: Cross-sector collaboration

SPAN Mental Health Working Group

- ❖ Substance use among youth often co-exists with mental health challenges.
- ❖ Collaborative effort to promote the emotional well-being of Needham youth.
- ❖ Examine Needham's culture as it relates to mental health and substance use.

MENTAL HEALTH MINUTE

Conversation with Sarah Shine,
LICSW, Director Needham Youth
& Family Services

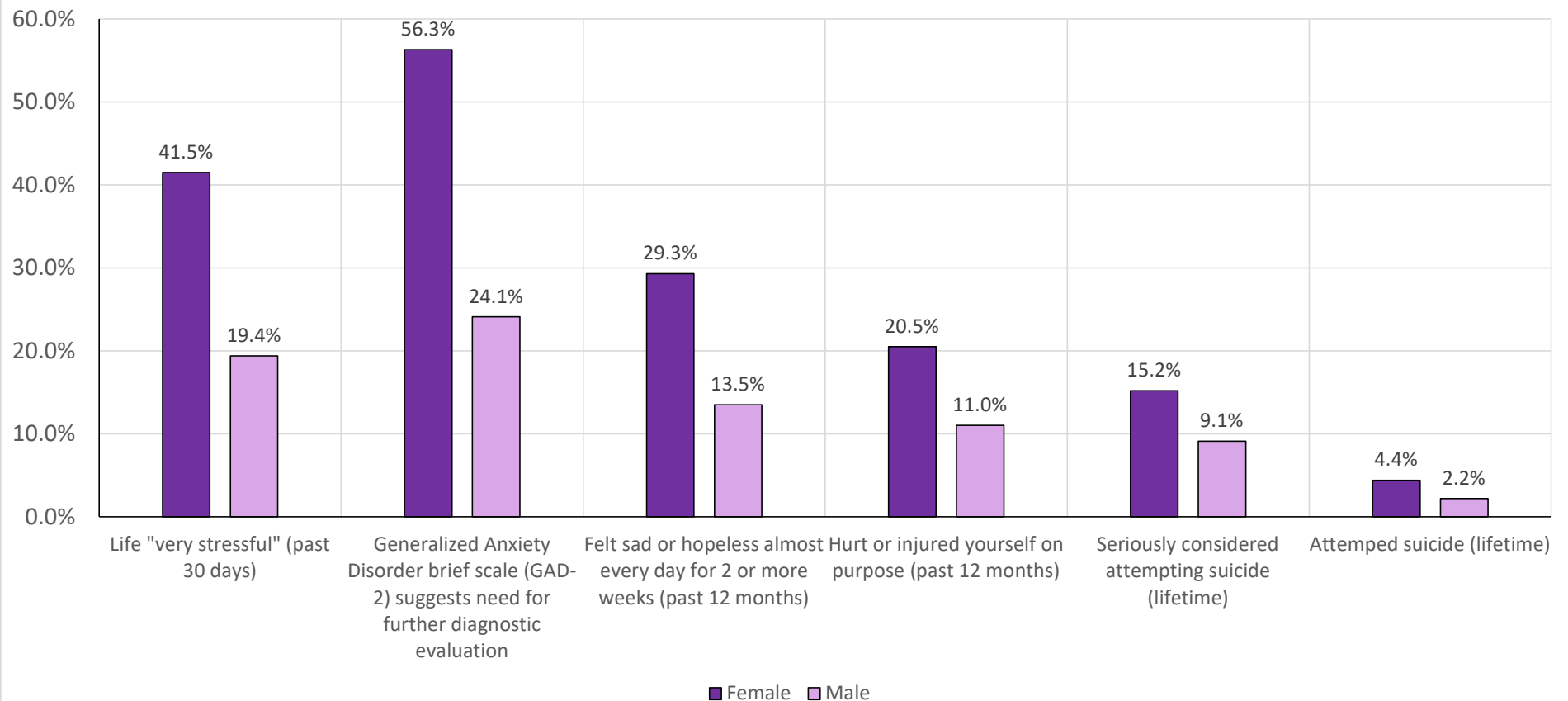


Conversation with Jen Pinto,
LMHC, Director, Behavioral
Health at BID Hospital Needham

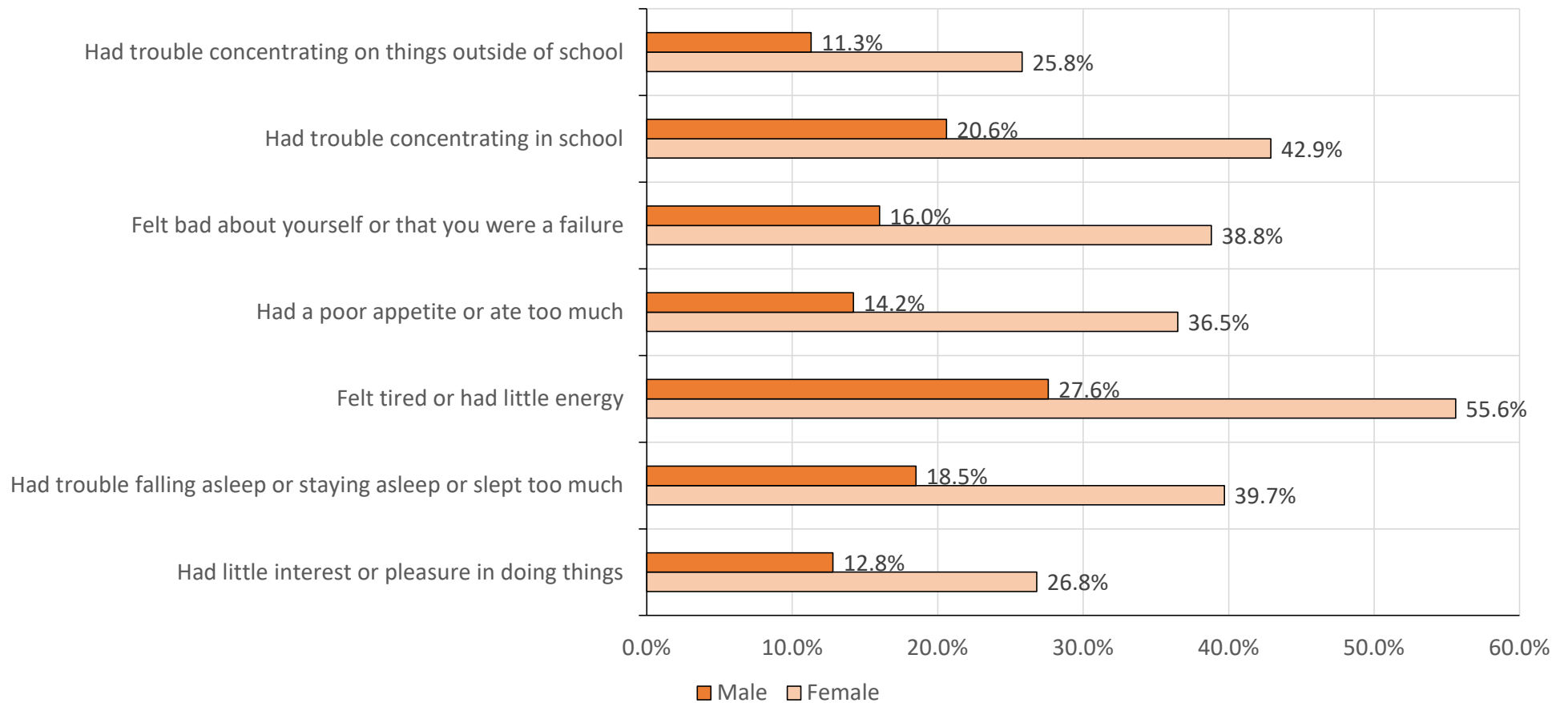


YouTube – Span Needham

Mental health disparity between sexes: females are higher in every measure for stress, anxiety, depression

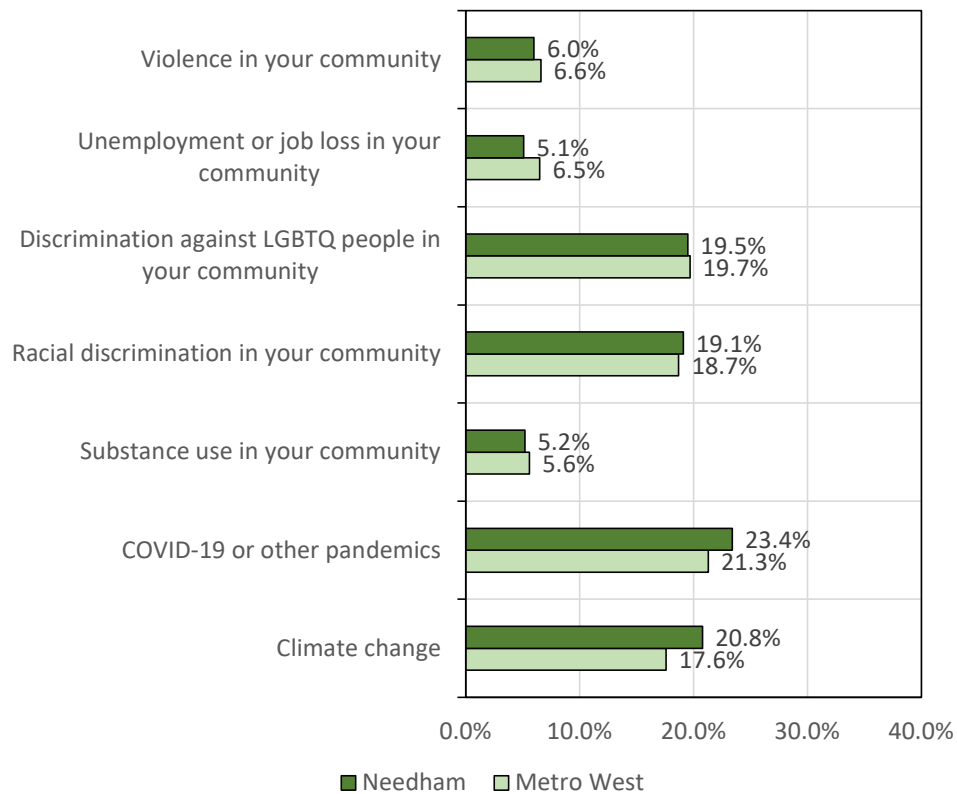


Symptoms of being stressed, anxious, or worried (often/very often, past 2 weeks)

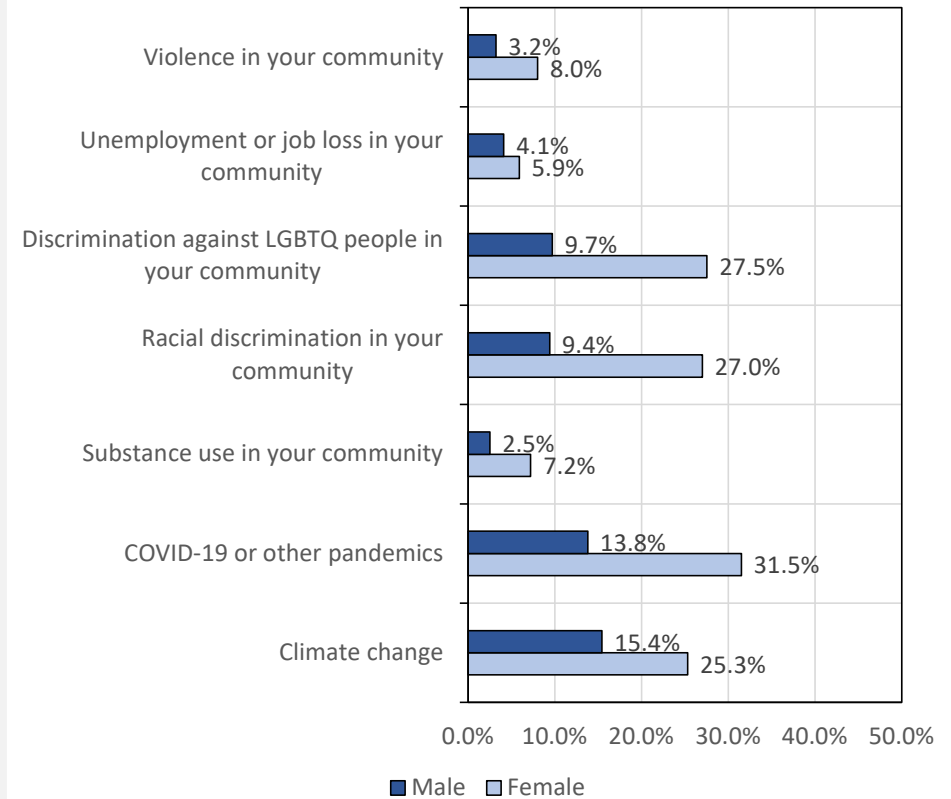


Worry about community issues

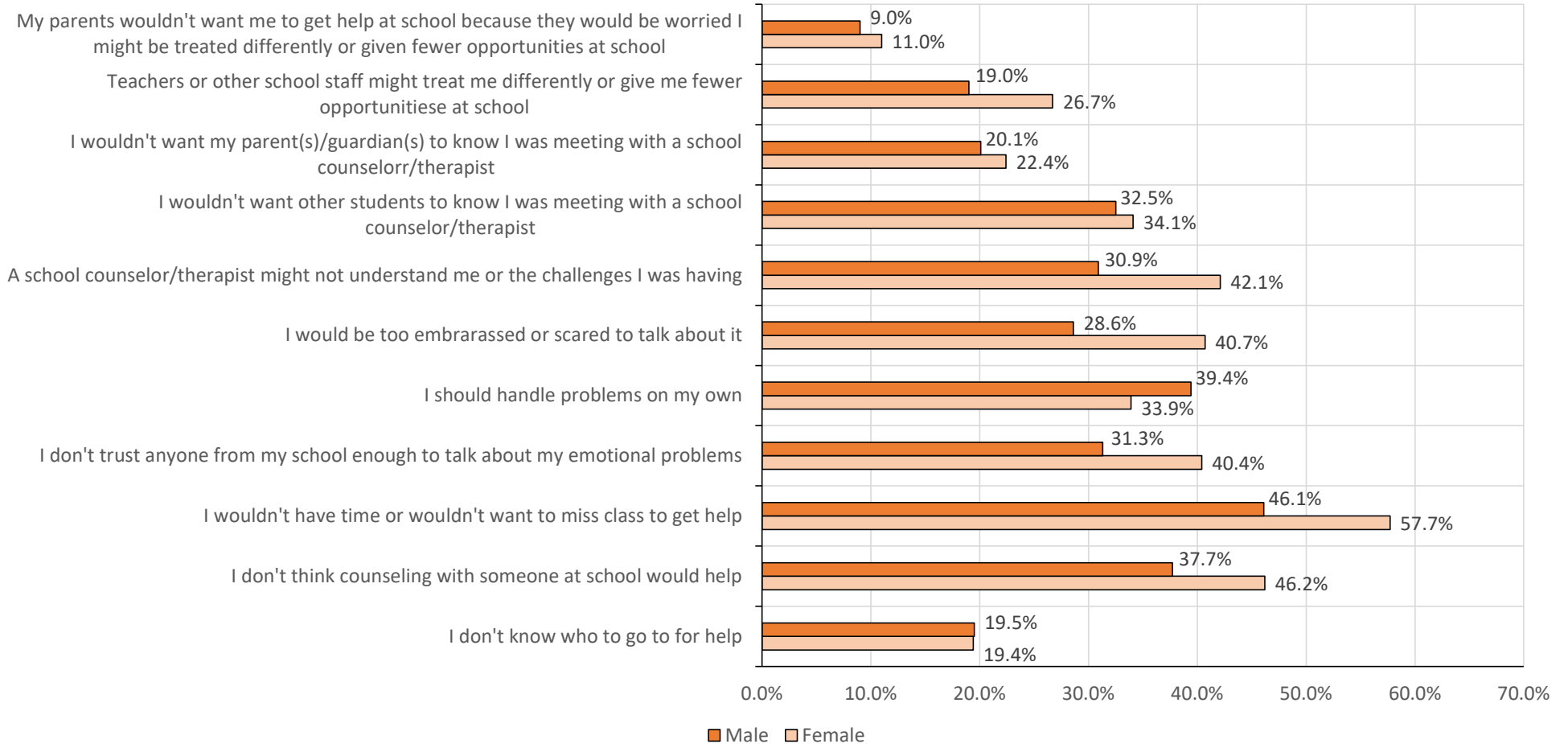
Needham vs. Metro west



Female vs. Male



Barriers to seeking help



SPAN at work: Parent Action Team



www.facebook.com/SPANNeedham



www.instagram.com/spanneedham

T.A.L.K. Campaign

T.A.L.K. Talk About Life
with your Kids

Check back
frequently for
this new series
for parents!

Try This: Thoughts & considerations for parents
Did you Know?: Facts & Inspiration for parents
Keep It Light: Easy & quick conversation starters
Let's Talk: Deeper topics & conversations



Brought to you by:  SPAN
SCHOOL PARTNERS
ASSOCIATION OF NEEDHAM

TRY THIS
#LISTEN

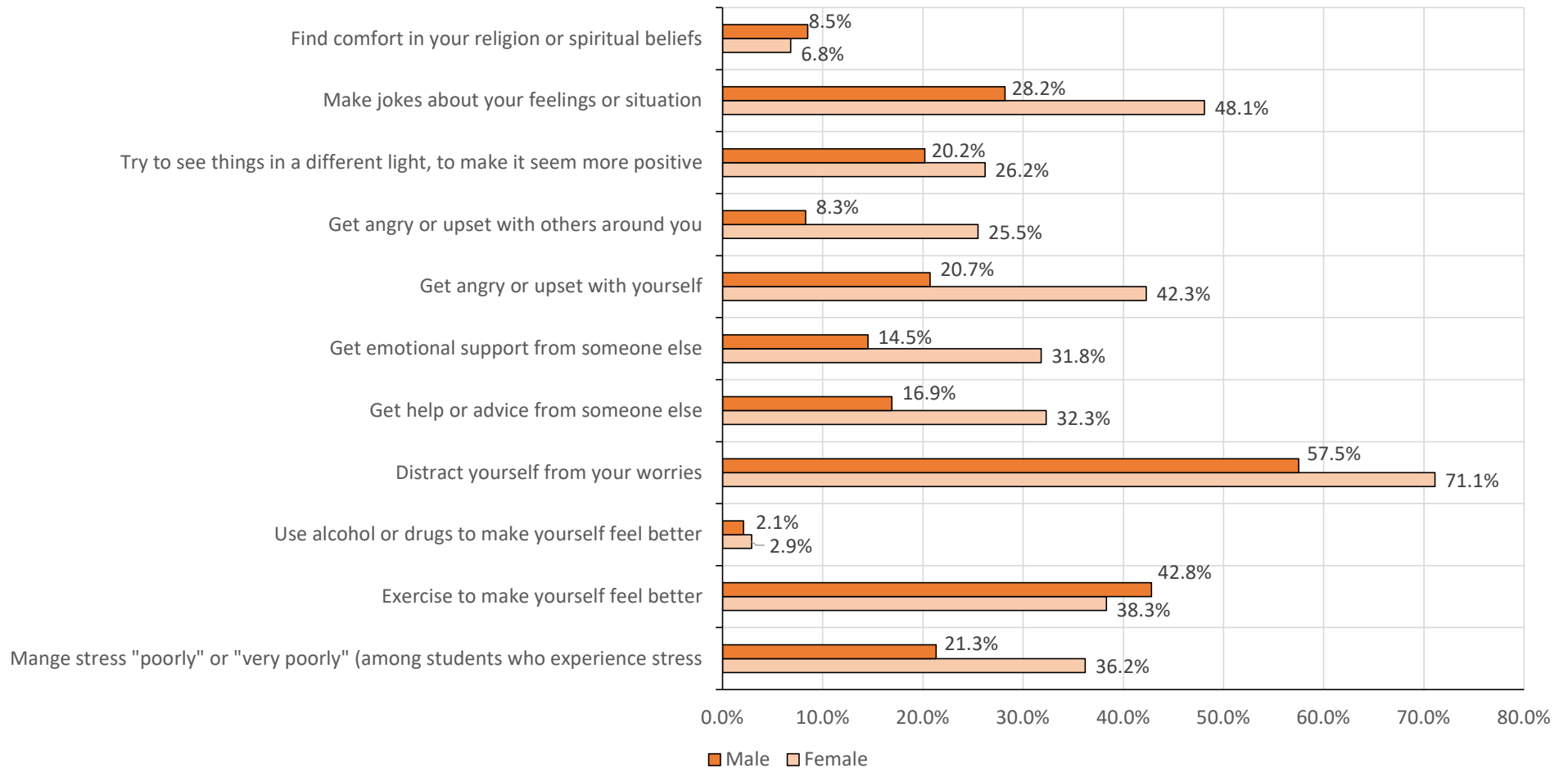
Connection before Correction

Find a way to connect with your kid (try using humor, a shared experience, or a coffee run). Brief moments of connection will make you both more receptive to new perspectives.

T.A.L.K. Talk About Life
with your Kids

Brought to you by:  SPAN
SCHOOL PARTNERS
ASSOCIATION OF NEEDHAM

Coping Mechanisms

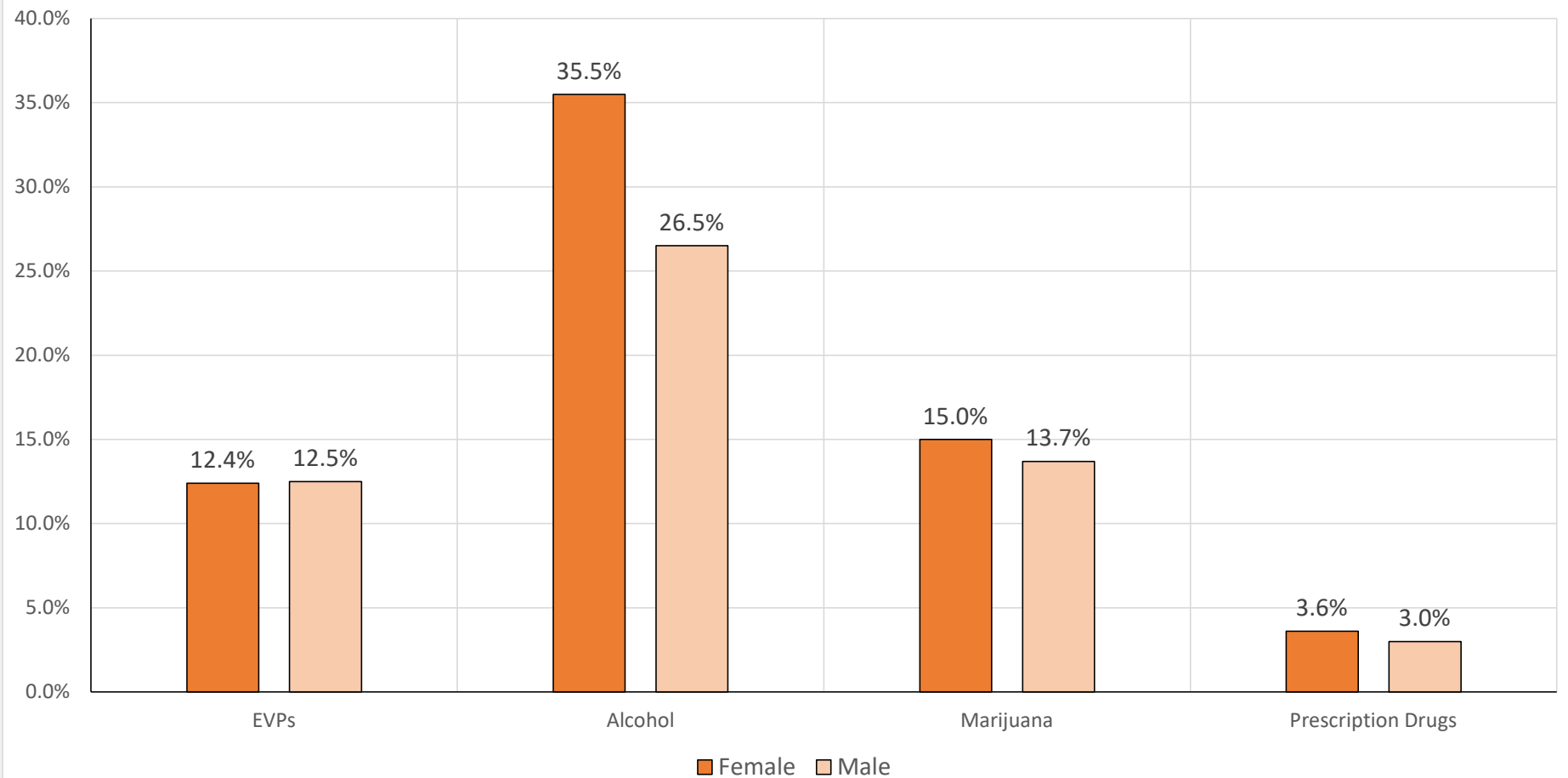


Questions?

Thank you!

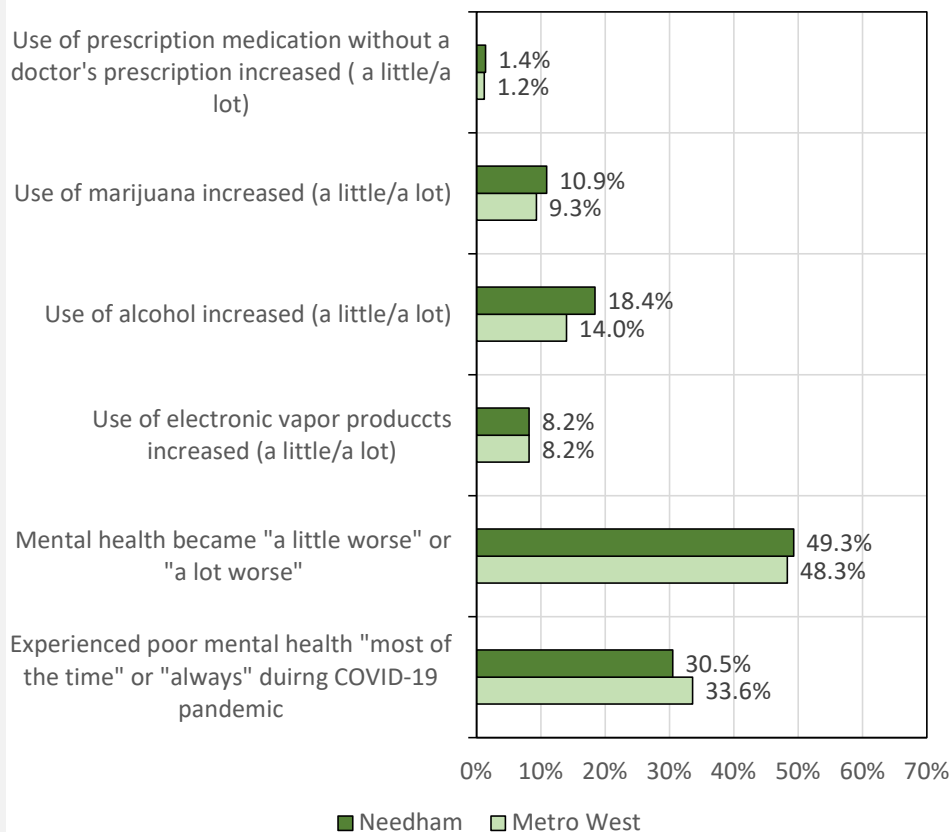


Substance use by sex: current (30 day) use

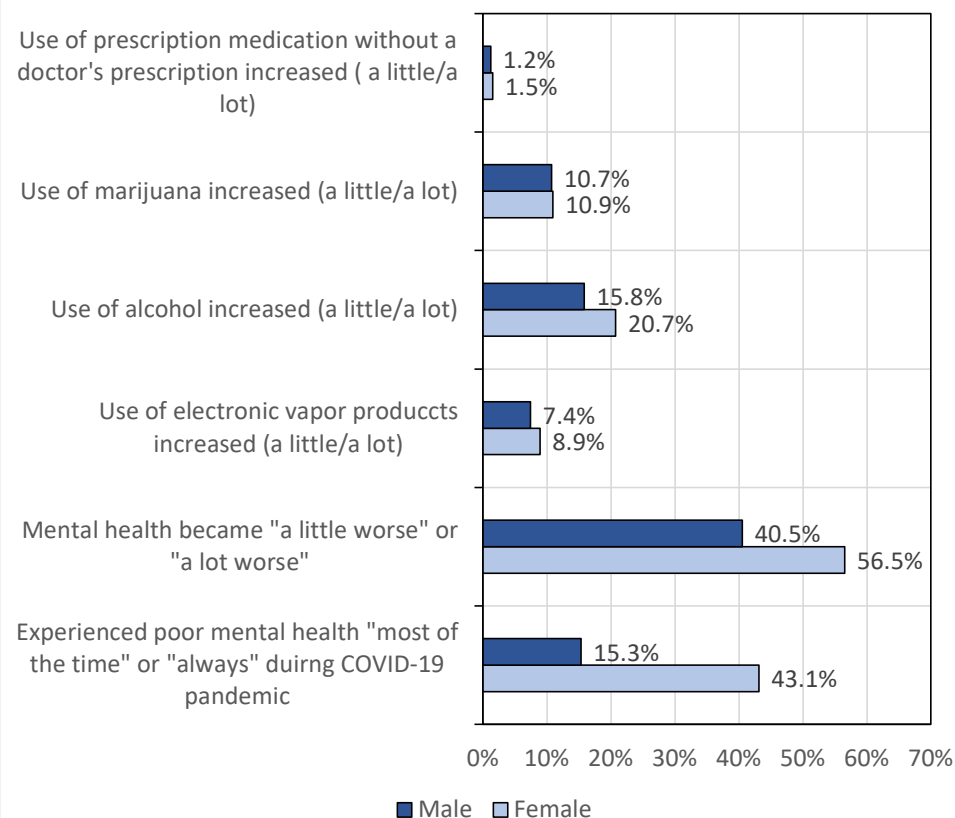


Impact of the pandemic

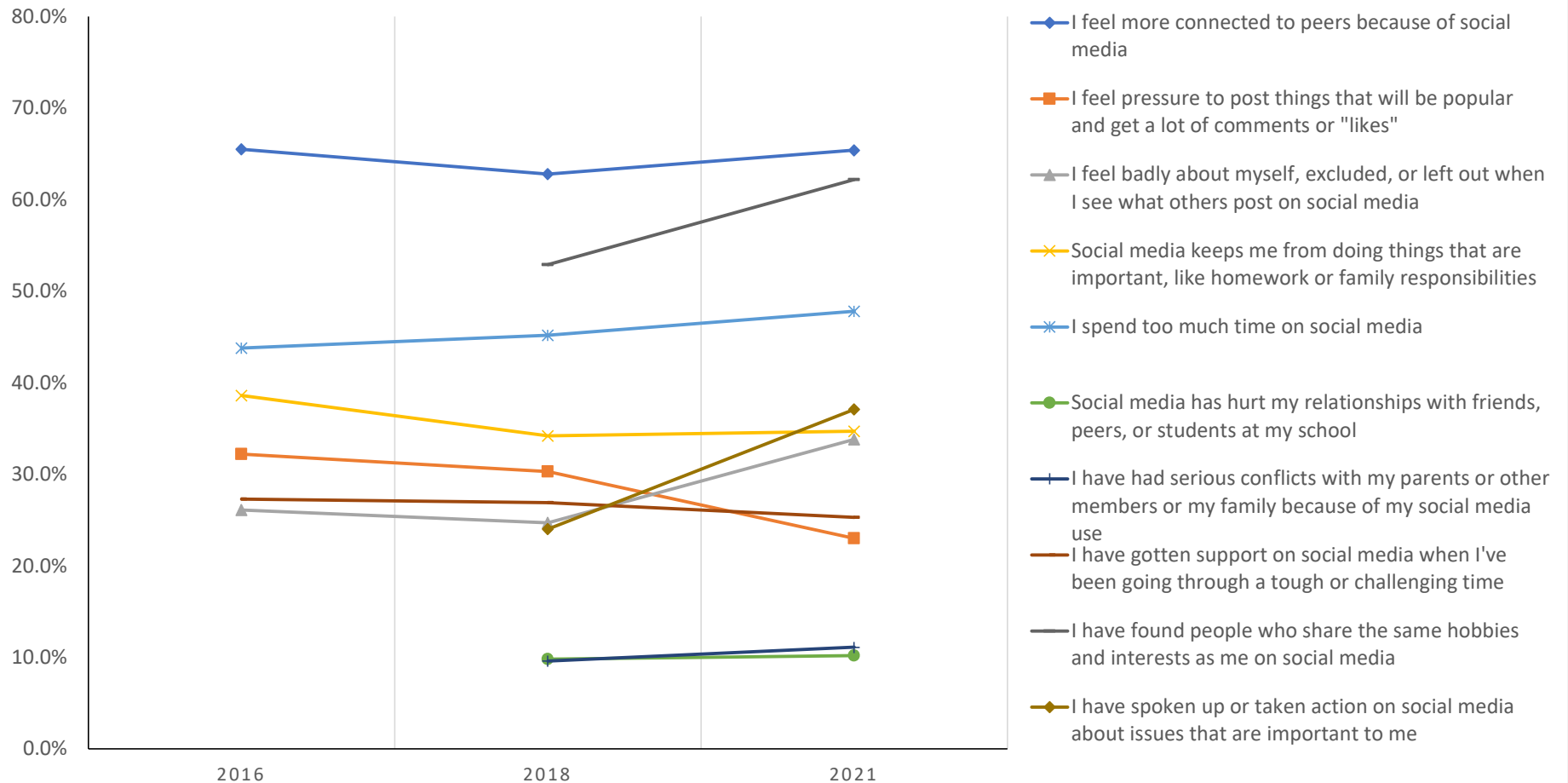
Needham vs. Metro west



Female vs. Male



Online Behaviors



A Public Health approach to Prevention



- ❖ **Prevent and Reduce** underage substance use
- ❖ **Build community collaboration** – a common message
- ❖ **Change perceptions and norms** regarding underage substance use
 - ❑ Shift from a *rite of passage* – *inevitability*
- ❖ **Increase Protective Factors** that support healthy choices
- ❖ **Decrease Risk Factors** that are indicated in underage substance use



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Sewer Rate Relief Application
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Commonwealth has monies available for sewer rate relief for FY2023 which the Town can apply. Every year that the program has been offered, the Town has filed an application. The application requires the Town Manager and Select Board signatures in order to submit.	
2.	VOTE REQUIRED BY SELECT BOARD
Move that the Board support and sign the sewer rate relief application to be filed with the Commonwealth and that the Board approves applying the proceeds of the grant, if any, as a credit against the sewer bill.	
3.	BACK UP INFORMATION ATTACHED
a.	Sewer Rate Relief Application for FY2023

Division of Local Services
Massachusetts Department of Revenue

COMMONWEALTH SEWER RATE RELIEF FUND

APPLICATION FOR FY2023 DISTRIBUTION

Town of Needham

City/Town/District/Authority

A. RECORD OF ELIGIBLE INDEBTEDNESS:

List permanent debt issued for **more than five years** (i.e., do not list bond anticipation notes) **on or after January 1, 1990** wholly or in substantial part to finance or refinance the costs of planning, design, or construction of any water pollution control project or part thereof **required to meet the provisions of the Federal Water Pollution Control Act** (33 USC, §§ 1251 et seq.) and M.G.L. c. 21, §§ 26-53 or any wastewater collection or transportation project related thereto. Attach additional sheets if needed.

Any project for which **state grants** were received is ineligible.

Projects financed by the **Mass. Clean Water Trust** (State Revolving Fund Program) are also ineligible unless the total debt issued through the Massachusetts Water Pollution Abatement Trust (MWPAT) exceeded \$50,000,000 on June 30, 1995.

Project ID Number	Project Name	Issue Date	Original Amount*	FY2023 Debt Service*	SRF Loan Received? (Y/N)
1.	Sewer Main Rehab Art 9	06/01/2009	\$2,000,000	\$71,400.00	N
2.	Sewer Main Rehab Art 9	12/15/2009	\$ 320,000	\$ 6,350.00	N
3.	Sewer Main Replacement	04/14/2022	\$ 145,000	\$30,018.75	N
4.	Ineligible sewer projects of various dates and amounts			\$498,300.46	Y
5.					
6.					
7.					
8.					
9.					
10.					

Total FY2023 Debt Service \$ \$606,069.21

***A legible debt service schedule for the life of the bonds must be attached for all projects (this includes schedules submitted in prior years). Every refunding issue must be tied in to the initial borrowing.**

B. PROJECT DESCRIPTIONS

For new indebtedness eligibility being requested from the FY2023 Commonwealth Sewer Rate Relief Fund, i.e., eligibility requests from new applicants or additional eligibility requests from prior year award recipients, please provide descriptions of each project. Example project descriptions have been provided at the end of this application. You may need to consult with your Public Works staff to assist in developing project descriptions. Please add additional sheets if necessary.

**Project
ID #**

Project Name

Project Description

Sewer Main Replacement

Approved May 2021 ATM Art 39: to replace an existing sewer line that is deteriorating and will fail if not replaced. The sewer line runs from the Greendale Ave/Rte 128 interceptor from Cheney Street to Great Plain Avenue. The project is to replace/reline 2.25 miles of 18" reinforced concrete gravity sewer mains along Greendale Avenue near Cheney Street towards Rte 128. This is a multi-phase project.

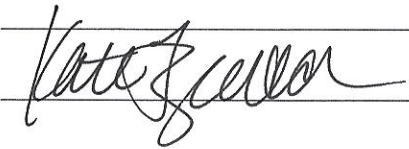
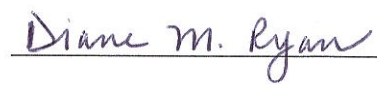
C. USE OF AWARD PROCEEDS:

Describe briefly how the award, if any, will be used to reduce rates in the current or future years, or to finance capital water pollution control projects which would otherwise be financed through borrowing. Example Use of Award Proceeds statements have been provided at the end of this application.

The funds will be used to provide a bill credit to residential sewer customers.

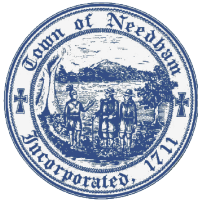
D. CERTIFICATION:

We certify that the above listed eligible debt was issued on or after January 1, 1990 for a term greater than five years to finance or refinance the costs of planning, design or construction of a water pollution control project or part thereof required to meet the provisions of the Federal Water Pollution Control Act (33 USC, §§ 1251 et seq.) and M.G.L. c. 21, §§ 26-53. We further certify that financing was not received from state grants or the Massachusetts Clean Water Trust State Revolving Fund for the above listed debt.

Mayor	_____	Exec. Director	_____
Manager		Commissioners	_____
Selectmen	_____		_____
Select Board	_____		_____
	_____	Acting Treasurer	
	_____	Phone	781-455-7500 X210
	_____	Fax	NA
		E-mail	<u>Dryan@needhamma.gov</u>

E. Return by Friday, November 4, 2022 by e-mail to:

boadata@dor.state.ma.us



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

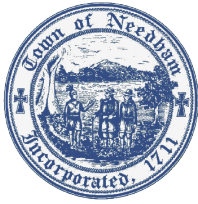
MEETING DATE: 10/25/2022

Agenda Item	American Rescue Plan Act Funding
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide the Board with an update on ARPA spending, commitments, grants, and projects, and will recommend that the Board approve certain transfers within spending categories.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board approve the updated ARPA Proposal Budget dated October 21, 2022.	
3.	BACK UP INFORMATION ATTACHED
a. ARPA Proposal Budget with Expended Balances October 21, 2022	

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Available	Encumbered
COVID-19 Direct Impact	Contact Tracers	State	\$60,000.00	\$23,910.00	\$23,910.00	\$0.00	
	Epidemiologist	State	\$140,000.00	\$216,077.47	\$50,883.75	\$165,193.72	\$165,193.72
	Public Health Nurse	State	\$160,000.00	\$279,083.00	\$79,264.50	\$199,818.50	\$199,818.50
	Mental & Behavioral Health Staffing	State	\$190,000.00	\$265,548.00	\$45,869.28	\$219,678.72	\$219,678.72
	Mental & Behavioral Health Services	State	\$190,000.00	\$48,350.75	\$3,600.75	\$44,750.00	\$44,750.00
	COVID-19 Test Kits for School Staff and residents of limited means and those in high risk groups	State	\$229,800.00	\$229,800.00	\$229,800.00	\$0.00	
	Other - Rentals	State	\$4,246.00	\$4,246.00	\$4,246.00	\$0.00	
	Other - Town COVID-19 Test Kits	State	\$2,984.78	\$2,984.78	\$2,984.78	\$0.00	
	Other - Not yet assigned	State	\$92,969.22	\$0.00	\$0.00	\$0.00	
	Subtotal		\$1,070,000.00	\$1,070,000.00	\$440,559.06	\$629,440.94	\$629,440.94
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	\$175,000.00	\$175,000.00	\$0.00	\$175,000.00	\$18,570.58
	Staffing Support for Technology Improvements	State	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
	Subtotal		\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	\$18,570.58
Economic Development	Grant Program	State	\$460,000.00	\$445,000.00	\$259,283.48	\$185,716.52	\$128,216.52
	Public Art	State	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	Other - Rental of Tents	State	\$18,725.00	\$18,725.00	\$18,725.00	\$0.00	
	Other - Not yet assigned	State	\$1,275.00	\$16,275.00	\$0.00	\$16,275.00	\$0.00
	Subtotal		\$500,000.00	\$500,000.00	\$278,008.48	\$221,991.52	\$128,216.52
Water/Sewer/Drains	Temp Project Manager	State	\$500,000.00	\$500,000.00	\$0.00	\$500,000.00	\$0.00
	Other - Not yet assigned	State	\$940,336.60	\$940,336.60	\$0.00	\$940,336.60	\$0.00
			\$1,440,336.60	\$1,440,336.60	\$0.00	\$1,440,336.60	\$0.00
		State total	\$3,285,336.60	\$3,285,336.60	\$718,567.54	\$2,566,769.06	\$776,228.04
Infrastructure*	Town Reservoir Clean-up Construction	County	\$2,070,000.00		\$0.00	\$2,070,000.00	\$0.00
	Walker Pond Category 2 Construction	County	\$356,000.00		\$0.00	\$356,000.00	\$0.00
	128 Sewer Interceptor Project Design	County	\$0.00		\$0.00	\$0.00	
	128 Sewer Interceptor Project Construction	County	\$0.00		\$0.00	\$0.00	
	South St Water Main Construction	County	\$0.00		\$0.00	\$0.00	
	Allowance for Water/Sewer/Drains	County	\$3,487,848.41		\$0.00	\$3,487,848.41	\$0.00
	Subtotal	County total	\$5,913,848.41		\$0.00	\$5,913,848.41	\$0.00



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Juneteenth Celebration Committee
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board adopted a goal to “Develop a plan for a community observance of Juneteenth.” The Board reviewed a draft committee charge and composition for a Juneteenth Celebration Committee at its meeting on October 11, 2022. The Town Manager will recommend that the Board approve the committee charge and composition.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board approve the committee charge and composition for the Juneteenth Celebration Committee dated October 25, 2022.	
3.	BACK UP INFORMATION ATTACHED
a. Juneteenth Celebration Committee Charge and Composition dated October 25, 2022	

Town of Needham

Juneteenth Celebration Planning Committee

COMMITTEE CHARGE

Type:	Ad Hoc
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term of Appointment	Fiscal Year 2023
Special Municipal Employee	Yes
Staff Support	Town Manager/Designees

Members	Year Appointed	Term Expiration

Composition: Seven (7) voting members:

- One (1) current Select Board Member*
- One (1) current Human Rights Committee Member
- Five (5) community members with an interest in the subject matter

Purpose: The purpose of the Juneteenth Celebration Planning Committee is to bring appreciation and recognition of African American history by creating an atmosphere of education, engagement and inspiration. Juneteenth marks the liberation of thousands of enslaved people of Galveston, Texas, on June 19th, 1865, two and a half years after President Lincoln's

Emancipation Proclamation. Today, Juneteenth today celebrates African American freedom and achievement while encouraging unity and respect for all cultures.

Charge: The Juneteenth Celebration Planning Committee (JCPC) will:

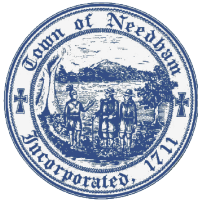
- Review Juneteenth Celebrations in other jurisdictions.
- Seek input and support from the public, local non-profits, community groups, and educational institutions.
- Consider events that will promote the understanding of African American culture.
- Consider the history of slavery in Needham and explore ways to educate the public
- Make recommendations to the Select Board.

Charge Adopted: October 25, 2022 **Charge Revised:**

SME Status Voted: October 25, 2022

* Per M.G.L. Ch. 268A Sec. 1(n), the Select Board Members serving on the Juneteenth Celebration Committee cannot claim SME status, even though the Juneteenth Celebration Committee, as an entity, is designated as such.

DRAFT



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Active Recreation Area Working Group
Presenter(s)	Kate Fitzpatrick, Town Manager Katie King, Assistant Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board adopted a goal to “Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and additional boat ramps.” At its meeting on August 9th, the Select Board met with the Park & Recreation Commission to discuss the creation of a committee to review the Town’s options. The Board discussed a draft charge and composition at its meeting on October 11, 2022. The Town Manager will recommend that the Board approve the revised committee charge and composition for an Active Recreation Area Working Group.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board approve the revised committee charge and composition for an Active Recreation Area Working Group dated October 25, 2022.	
3.	BACK UP INFORMATION ATTACHED
a. Active Recreation Area Working Group Charge and Composition dated October 25, 2022	

Town of Needham

Active Recreation Assets Working Group

COMMITTEE CHARGE

Type:	Ad Hoc
Legal Reference:	Select Board Goals/Park & Recreation Commission Goals
Appointing Authority:	Select Board
Number of Voting Members:	Nine (9)
Term of Appointment	Fiscal Year 2023
Special Municipal Employee	Yes
Staff Support	Town Manager/Designee, Director of Park & Recreation/Designee, Director of Public Works/Designee, Superintendent of Schools/Designee, Director of Planning & Community Development/Designee

Members	Year Appointed	Term Expiration

Composition: Nine (9) voting members:

- Two (2) current Select Board Members*
- Two (2) current Park & Recreation Commission Members
- One (1) current Conservation Commission Member or designated Representative
- One (1) current School Committee Member or designated Representative
- One (1) current Finance Committee Member or designated Representative

- One (1) current Community Preservation Committee Member or designated Representative
- One (1) community member at large

Purpose: The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The working group will evaluate existing Town-owned assets, identify assets for potential future acquisition, identify unmet needs for active recreation, and review space requirements for each.

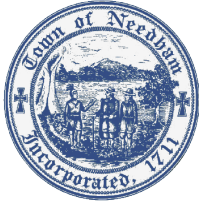
Charge: The Active Recreation Assets (ARA) Working Group will:

- Seek public input to identify unmet active recreation needs including but not limited to action sports parks, pickle ball, tennis, basketball, Charles River access, ~~ice hockey~~, and off leash dog areas.
- Determine asset requirements for each unmet need.
- Inventory the Town's existing assets (land and structures) for potential active recreation use.
- Identify assets for potential future acquisition for active recreation use.
- Evaluate opportunities and challenges of existing and potential assets.
- Prioritize unmet needs and make recommendations for future action including funding considerations and action steps.

Charge Adopted: October 25, 2022 **Charge Revised:**

SME Status Voted: October 25, 2022

* Per M.G.L. Ch. 268A Sec. 1(n), the Select Board Members serving on the ARA Working Group cannot claim SME status, even though the ARA Working Group, as an entity, is designated as such.

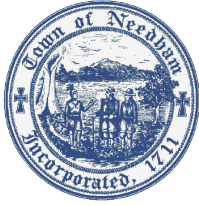


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on issues not covered on the agenda.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
none	

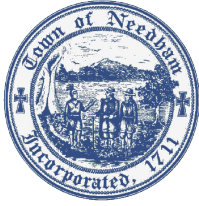


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Special Town Meeting
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss the results of the Special Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
None	
3.	BACK UP INFORMATION ATTACHED
None	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/25/2022

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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



Town of Needham Select Board Fee Schedule

CALENDAR YEAR 2023

ON PREMISE ALCOHOLIC BEVERAGE

\$4,525	Innholders
\$4,025	Restaurants - All Alcoholic
\$1,500	Restaurants & Brew Pubs–Wine /Malt
\$1,500	Farmer Series Pouring Permit
\$ 510	Clubs
\$ 150	New License/Transfer License (On Premise & Off Premise Licenses)
\$ 100	Change in License (On Premise & Off Premise Licenses)
	Includes:
	Change of Manager
	Pledge of License/Stock
	Alteration of Premises
	New Officer/Director
	Change of Corporate Name or D/B/A
	Most other changes

OFF PREMISE ALCOHOLIC BEVERAGE

<u>Initial</u>	<u>Renewal</u>	
\$3,500	\$2,500	Retail Package Goods Store, All Kinds of Alcoholic Beverages
\$3,000	\$2,000	Retail Package Goods Store, Wine & Malt Beverages Only

MISC. LICENSES/PERMITS

Automatic Amusement	\$ 50 each machine
Bowling	\$ 10 each lane
Class I and Class II	\$ 200
Common Victualler Licenses	\$ 100
Innkeeper	\$ 25
Livery	\$ 25
Lodging License	\$ 50
One-Day Special Liquor License	\$ 25
Outdoor Dining	\$ 25*
Pool Table	\$ 25
Sunday Public Entertainment	\$ 100
Weekday Public Entertainment	\$ 100
Road Race	\$ 25
Second Hand Articles	\$ 25
Taxi	\$ 10 each cab

**Outdoor Dining Fee License applied to Common Victualler License Fee upon approval. Does not include any use fees for sidewalk and/or parking space use defined in Select Board Policy SB-LIC-016.*



NEEDHAM PUBLIC HEALTH



Memorandum

To: Needham Select Board
From: Tiffany Zike, Assistant Director of Public Health
CC: Kate Fitzpatrick, Town Manager
Katie King, Assistant Town Manager/Director of Operations
Dave Davidson, Assistant Town Manager/Director of Finance
Timothy McDonald, Director of Health and Human Services
Date: October 18, 2022
Re: Intermunicipal Agreement – Select Board Vote

Needham Public Health has been a part of a multi-community collaborative, Norfolk County 8 (NC8) for over 15 years. NC8 began in an effort for communities to work on public health emergency preparedness and has since become a collaborative for many grant opportunities and as a way to share lessons learned and critical information to local partners in public health.

Over the past year, Needham Public Health, along with Canton, Milton, Walpole, Westwood, Norwood, Wellesley, and Dedham, received funding to support and enhance regional collaboration and the sharing of public health services. Funded with a multi-year grant from the Massachusetts Department of Public Health (MDPH), and administered by the Town of Norwood, this collaboration seeks to allow Health Boards and Health Departments to expand public health services in their communities through shared services agreements.

This grant opportunity has allowed NC8, including Needham, to expand its public health services. With the Public Health Excellence grant NC8 has been able to hire two Community Specialists and a Community Outreach Administrator. These roles will be working on resources throughout the eight communities that residents can access in areas such as, mental and behavioral health, substance use prevention, family resources, and other community benefits.

One of the grant requirements from MDPH is that the participating communities sign an Inter-Municipal Agreement (IMA), and the agreement requires a copy of a certified vote from the Select Board to enter into agreement. This IMA codifies the regional partnership that has been in place for many years and does not obligate the Town of Needham financially, beyond staff time to serve on the Advisory Board to steer the grant funds. This IMA has been reviewed and approved by Town Counsel. On behalf of the Public Health Division, I kindly ask for your approval of the attached IMA. I am happy to answer any concerns or questions you may have.

Sincerely,

Tiffany Zike
Assistant Director of Public Health



NEEDHAM PUBLIC HEALTH



Norfolk County-8 Local Public Health Coalition Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant

This Intermunicipal Agreement (hereinafter “Agreement”), is entered into by and between the following municipalities, Canton, Dedham, Milton, Needham, Norwood, Walpole, Wellesley, and Westwood hereinafter referred to collectively as the “NC-8,” and individually as a “Municipality,” this ____ day of _____, 2022, as follows:

WHEREAS, the Town of Norwood (hereinafter referred to as “Norwood”) was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (the “Grant Program”) to create a cross-jurisdictional public health services sharing program consistent with the recommendations of the Special Commission on Local and Regional Public Health’s (SCLRPH) June 2019 Report;

WHEREAS, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH’s June 2019 Report by increasing local public health capacity through regional shared services programs and agreements.

WHEREAS, each of the Municipalities offers public health services and resources, and desires to increase its capacity to provide said services and resources and improve regional public health by entering this Agreement.

WHEREAS, Norwood, entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing and able to manage the administrative obligations of the Grant Program through its Director of Public Health.

WHEREAS the municipalities have obtained authorization for this joint agreement pursuant to M.G.L. c. 40, §4A by vote of their Boards of Selectmen or Select Boards as attested to by certified copies thereof contained in Exhibit A, and the Board of Health of each Municipality has also recommended approval of this Agreement;

NOW THEREFORE, the municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. The Public Health Services Collaborative. There is hereby established a collaborative of the Municipalities to be known as the “Norfolk County-8 Local Public Health Coalition”, which shall hereinafter be referred to as the “NC-8.” The NC-8, acting by and through an advisory board (“Advisory Board”) and Program Manager, will coordinate, manage, and direct the



NEEDHAM PUBLIC HEALTH



activities of the parties with respect to the subject matter of the Grant Program, this Agreement, and the agreement between Norwood and the Commonwealth of Massachusetts, attached hereto as Exhibit B, the terms of which are expressly incorporated herein and shall bind all parties hereto, and any other programs and services related thereto. The purpose of the NC-8 is to design and implement a program by which the public health staff and resources of the Municipalities are shared such that cross-jurisdictional services, investigations, enforcement, and data reporting may be carried out and the public health and safety of the Municipalities may be better protected (the "Shared Services Program").

2. Term. The term of this Agreement shall commence on the date set forth above and expire after 3 years or when the funds for the Grant Program are no longer available, or when terminated in accordance with this Agreement. Nothing herein shall be interpreted to prevent the Municipalities from extending the term of this Agreement beyond the exhaustion of the Grant Funds with the written consent of all parties hereto.
3. Lead Municipality. During the term of this Agreement, Norwood, acting as the "Lead Municipality," shall oversee the Grant Program and the shared services program provided for herein (the "Shared Services Program"). As the Lead Municipality, Norwood shall act for the NC-8 with respect to all PHE grant applications to be submitted and gifts and grants received collectively by the Municipalities. If additional grant opportunities arise for establishing or supporting regional shared services, Norwood is not required to act as the leading entity. If a grant application requires a sole municipality to apply on behalf of NC-8, members shall have the opportunity to propose or abstain from submitting the grant on behalf of NC-8. Before any grant applications are submitted, the Advisory Board shall unanimously approve the documents. Lead municipalities shall act as the Municipalities' purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Advisory Board, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Advisory Board appropriation by each Municipality, to the extent required.
4. Program Manager. Norwood, as the Lead Municipality, shall hire or contract with a Program Manager and through the Program Manager and its Health



NEEDHAM PUBLIC HEALTH



Department, shall perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement, and shall be the holder of all grant funds related to the Grant Program, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program Scope of Services, attached hereto as Exhibit B and incorporated herein. The Program Manager shall report to the Advisory Board and shall keep records of all funding and expenditures for review by the Advisory Board, and provide periodic financial status updates.

5. Advisory Board.

- a. Composition: one member and one alternate, from each municipality. One representative from each municipality shall be a full voting member. The second representative shall be an associate member who shall sit on the Advisory Board as a full member and may vote only when the full member is not in attendance. Each municipality shall maintain its individual local Board of Health, which shall retain its own legal authority and autonomy as provided by law.
- b. Voting: One municipality, one vote. Every voting member shall have an equal voice in determining shared priorities, and services to be provided.
- c. Quorum: A majority of the voting members of the Advisory Board shall constitute a quorum for the purposes of transacting business. The Advisory Board may act by a simple majority of members present although unanimous voting may also be required as determined by the NC-8.
- d. Subcommittees: If a subcommittee is to be established to undertake certain responsibilities in developing a regional shared service, all members of the Advisory Board shall be offered the opportunity to participate in the subcommittee. The subcommittee shall represent at least three (3) of the eight (8) municipalities.
- e. Roles and Responsibilities of the Advisory Board:
 - 1) Meet on a regular basis and at least quarterly.
 - 2) Develop annual and long-term goals for the NC-8.
 - 3) Advise on regional staff priorities.
 - 4) Collaborate in developing a sustainability plan for the NC-8.



NEEDHAM PUBLIC HEALTH



- 5) Adopt any Collaborative-wide policies and recommended regulations.
 - 6) Review and provide recommendations on operating budgets.
 - 7) Assure compliance with all mandatory reporting requirements as proscribed by the Office of Local and Regional Health ("OLRH").
 - 8) Assure attendance at monthly or other grant holder meetings convened by the Department of Public Health ("DPH").
 - 9) Review financial status and financial statements provided by the Program Manager.
 - 10) Review and provide recommendations on reports from staff.
- f. Meetings. When possible, the Advisory Board will host monthly meetings to discuss the effectiveness of regional shared services, allowing municipalities the opportunity to provide feedback.
6. Shared Services Program Participation. Each Municipality as part of this Agreement shall participate in the Shared Services Program as follows:
- a. Each Municipality will consent to the NC-8's duly-authorized agents and representatives exercising the powers provided for herein and by the Advisory Board within the boundaries of said Municipality, and will direct its agents and employees to work in good faith with the NC-8's health agents, nurses, and any other employees the NC-8 may employ from time to time.
 - b. Each Municipality will be a member of the Advisory Board as established pursuant to this Agreement, and appoint and maintain two Advisory Board representatives at all times.
 - c. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all Advisory Board meetings (either in-person or via remote access) throughout the life of this Agreement.
 - d. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all training sessions which are offered in conjunction with the Grant Program geared towards stakeholders under the Program, as required by the DPH or its representative.



NEEDHAM PUBLIC HEALTH



7. Payment and Funding. Pursuant to G.L. c. 40, §4A, any funds received by the Shared Services Program, Advisory Board, or Norwood, pursuant to this Agreement, shall be deposited with the treasurer of Norwood and held as a separate account and may be expended, with the approval of the Advisory Board, under the provisions of G.L. c. 44, §53A, for contribution toward the cost of the Shared Services Program only.

The Advisory Board may authorize a disbursement of funds for any shared contractor, salary, or wages consistent with the terms of this Agreement, and/or for any program, service or benefit that is consistent with the terms of this Agreement.

Norwood shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Advisory Board and the Shared Services Program through the Grant Program and/or any other and gifts, grants, or other sources appropriated for the purposes of this Agreement. Individual municipal costs incurred outside the scope of this Agreement and specific to the needs of that Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for shared public health services consistent with the purposes of this Agreement.

Annually, the Advisory Board will develop and approve a public health services budget for contractual shared services. Initially, these services are funded by a 3-year Public Health Excellence Grant from the Department of Public Health administered by the Town of Norwood. It is the intention of the NC-8 to seek additional grant funds to sustain these services but if that is unsuccessful, participating municipalities will revisit this agreement and determine whether they will allocate municipal funds to continue participation. The Program Manager will provide each Municipality with sufficient notice to allow that Municipality's funding authority to authorize any such expenditure. Until grant funds are expended, there will be no cost to participating municipalities. Execution of this Inter-Municipal Agreement does not obligate any municipality to fund services and a contract amendment would be required to do so.

Pursuant to G.L. c. 40, §4A, any party may, but shall not be required to, raise money by any lawful means to further the purposes of the Shared Services Program and any such funds shall be held by a lead municipality as determined by the NC-8 and expended pursuant to the terms of this Agreement.



NEEDHAM PUBLIC HEALTH



8. Other Municipal Services. The member municipalities of the NC-8 are authorized through this Inter-Municipal Agreement, and any executed amendment to this Agreement to add or remove associated services to be delivered based on a vote of the Advisory Board. The municipalities are not limited exclusively to the Grant Program and are not required to use all services of the Grant Program. Municipalities may apply for other grants outside the Grant Program.
9. Employees. Employees and personnel of each Municipality providing services pursuant to this Agreement shall be deemed employees of their respective Municipalities. An employee who performs services, pursuant to this Agreement on behalf of another member Municipality, shall be deemed to be acting within the scope of their current Municipal job duties at all times and remain an employee of the employee's Municipality for insurance coverage purposes. Said Municipal employee shall retain all accrued benefits and shall be subject to standard hiring and personnel practices of such municipality. Scope of Services for PHE hired staff can be found in Exhibit C.
10. Indemnification & Insurance. To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses, including attorney's fees, arising out of the indemnifying Municipality's acts or omissions, breach of this Agreement, or the negligence or misconduct of the indemnifying Municipality or its agents or employees in the scope of providing services to the NC-8. In entering into this Agreement, no Municipality waives any governmental immunity or statutory limitation of damages. Should the NC-8 or a Municipality incur any liabilities on behalf of the Grant Program such as unemployment insurance or other unforeseen expenses, each of the member municipalities will proportionally share in the liability for such expenses.

Norwood and the Municipalities shall obtain and keep in full force and effect public liability insurance in the amount of One Million (\$1,000,000) Dollars combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the other party against all claims for bodily injury, \$3,000,000 aggregate, death, or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.



NEEDHAM PUBLIC HEALTH



11. Entrance. Any municipality may petition the NC-8 to join this Agreement to the extent permitted by the grants. In order to approve the addition of a new entity to the Agreement for the Grant Program, the Department of Public Health and a unanimous vote of the Advisory Board shall be required to approve said entrant.
12. Withdrawal. Any Municipality other than the Lead Municipality, by a vote of its respective authorizing Select Board or Chief Executive Officer and Board of Health, may withdraw from this Agreement with the provision of at least four (4) months prior written notice to the Lead Municipalities. Upon such withdrawal, the Program Manager shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. To the extent permitted by the Grant Program and any other grant, the Lead Municipality, with approval of the contract signee and Board of Health, may withdraw from this Agreement upon the provision of at least twelve (12) months prior written notice to the participating Municipalities and the Advisory Board, and a new Lead Municipality shall thereafter be designated by the Advisory Board, by a vote of the representatives of the remaining parties. Prior to the effective date of its withdrawal, the Lead Municipality shall transfer all funds held pursuant to this Agreement to the new Lead Municipality as designated by the Advisory Board and pay any outstanding unpaid financial obligations under this Agreement within thirty (30) days thereafter. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year if such funds are required. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members, has the authority to reallocate grant funding or other outside funding that would have been allocated to the municipality that has left the Agreement.
13. Termination. This Agreement may be terminated by a unanimous vote of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representative's vote has been authorized by the Municipality's appointing authority. Any termination vote shall not be effective until the passage of at least sixty (60)



NEEDHAM PUBLIC HEALTH



days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses, and assets.

14. Conflict Resolution. The Advisory Board may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality, administration of the shared services programs, the terms of this Agreement, data reporting and any other matters the parties deem necessary.
15. Financial Safeguards. The Lead Municipality shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities, and all contributions received from the Municipalities.
16. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.
17. Amendment. This Agreement may be amended only in writing pursuant to an affirmative vote of all Municipalities' appointing authority.
18. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
19. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.
20. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.
21. Non-Discrimination. Neither the Lead Municipality nor the Municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender



NEEDHAM PUBLIC HEALTH



identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.

22. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of _____:

(contact name)

(email)

(phone)

(address)

23. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.



NEEDHAM PUBLIC HEALTH



WITNESS OUR HANDS AND SEALS as of the first date written above.

For the Town of Needham:

Kate Fitzpatrick
Town Manager

Date



NEEDHAM PUBLIC HEALTH



EXHIBIT A [Certified Copy of Select Board vote]



NEEDHAM PUBLIC HEALTH



EXHIBIT B



NEEDHAM PUBLIC HEALTH



EXHIBIT C

As the Lead Municipality, Norwood shall provide the following services in coordination with member municipalities:

- a. Epidemiology services to be shared amongst the eight (8) municipalities. This Epidemiologist position will be hired and hosted by Norwood and will work with member municipalities. Services will include, but may not be limited to, investigating communicable disease trends and chronic disease status in NC-8 communities, utilizing data to identify high-risk populations and areas of growing public health need, analyzing, developing, and structuring epidemiological data specific to each community and across the region to present to stakeholders, propose mitigation interventions and preventative health and wellness initiatives, preparing and supporting the NC-8 by participating in the DPH new local public health local reporting system, supporting local public health with communicable disease tracking, case management, and contact tracing and collaborate with municipalities on various issues as needed, participating in program planning and implementation ensuring that principles of health equity are incorporated, and adhering to local, state, and federal reporting standards.
- b. Social services to be shared amongst the eight (8) municipalities. The Community Resource Specialist position will be hired and hosted by Norwood and will work with member municipalities. Services will include, but may not be limited to, performing an assessment of each community's demographic characteristics and identifying organizations that often interact with communities of color, economically disadvantaged communities, individuals with access and functional needs, ethnic and linguistically diverse groups, migrants, members of the LGBTQ+ community, victims of domestic violence and gender violence, and organizations that provide re-entry services, and mental health services. Additional services include, but are not limited to, creating a maintaining a resource database and case management system accessible to all NC-8 communities, creating targeted risk communication and resource guides to expand outreach, raise awareness, and increase access to social services, working directly with clients to provide individualize resource recommendations, building rapport with community agencies,



NEEDHAM PUBLIC HEALTH



organizations, and leaders on behalf of the NC-8, provide quarterly reports and updates to the NC-8 about project progress, researching grant opportunities, and coordinating and attending Community Crisis Intervention meetings.