SELECT BOARD AGENDA Regular Meeting 6:00 p.m. May 28, 2024



Needham Town Hall Select Board Chambers & Zoom

Pursuant to Chapter 2 of the Acts of 2023, 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:

Link:

https://uso2web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoOT09

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: +16469313860,,82601013229#,,,,*652800#

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (as set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents 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	Pride Month Proclamation
2.	6:05	Public Hearing: Eversource Grant of Location – 28 Petrini Circle • Joanne Callender, Eversource Representative
3.	6:10	Introduce Eliza Echevarria, Director of Administration and Finance/Public Services • Carys Lustig, Director of Public Works

4.	6:15	Department of Public Works General Update • Carys Lustig, Director of Public Works
5.	6:45	Town Manager Town Manager Report
6.	6:50	Board Discussion • Committee Reports

APPOINTMENT CALENDAR

1.	Ann Cosgrove	Registrar of Voters Term Exp: 3/31/2025
2.	Elizabeth Kaponya	Registrar of Voters Term Exp: 3/31/2026
3.	Kathy Jacques	Registrar of Voters Term Exp: 3/31/2027
4.	Joshua Levy	Stormwater By-Law Working Group Term Exp: 10/31/2024
5.	Tripp Pace	Stormwater By-Law Working Group Term Exp: 10/31/2024
6.	Artie Crocker	Climate Action Committee Term Exp: 6/30/2026
7.	Fred Moder	Climate Action Committee Term Exp: 6/30/2025

CONSENT AGENDA *Supporting Documents in Agenda Packet

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1.*	Approve Open Session Minutes of April 16, 2024; April 30, 2024; May 6, 2024; May 8, 2024; May 13, 2024; and May 14, 2024.
2.	 Approve the following donations to the Needham Free Public Library: From Dedham Savings Bank, \$190; From Worthy Book publishers, <i>The Score That Matters: Growing Excellence in Yourself and Those You Lead</i> by Ryan Hawk and Brook Cupps (estimated value \$28); From staff member Faith Crisley, multiple popular fiction and non-fiction titles, estimated value \$80; 5 copies of <i>Machine Guns & Typewriters</i>, donated by the author Robert W. Wallace (estimated value \$130); and <i>Brooklyn Goes Home: The Rise and Fall of American Greyhound Racing and the Dog That Inspired a Movement</i>, donated by the authors Christine A. Dorchak and Carey M. Theil (estimated value \$20).
3.	Accept the following donation made to Needham's Aging Services Division: • \$300 from Onita F. Oneal Revocable Trust
4.	Accept the following donation made to Needham's Department of Public Works, Parks and Forestry Division • A 14-foot tall Golden Larch tree valued at \$1,859 from Nancy Fischer to be placed at Walker Gordon Field

5.	Accept the following donation made to Needham Youth and Family Services: • \$287.40 from Needham Community Council for community programming.
6.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a revised classification and compensation plan (Schedule A) for FY2024; and a revised classification and compensation plan (Schedule C) for FY2025 (consistent with the Board's vote for non-represented employees on March 26, 2024).
7.	Authorize the placement of Pride Month lawn signs at the Town Hall and Public Services Administration Building from June 1, 2024 through June 30, 2024.

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Genevieve Paquette	11 James Avenue	James Avenue	6/15/24	12pm-3pm	6/22/24
Julie Venables	19 Mayo Avenue	Mayo Avenue	6/2/24	4pm-6:30pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
League of Women Voters of Needham	LWV Needham Annual Meeting	The Center at the Heights, 300 Hillside Ave	5/23/2024
PanMass Challenge	PanMass Challenge	Trim Parking Lot, 231 Forest St.	8/2/2024
PanMass Challenge	PanMass Challenge	Trim Parking Lot, 231 Forest St	8/4/2024
Needham Pool and Racquet Club	New Member Welcome Event	Needham Pool and Racquet Club, 1545 Central Ave	6/7/2024
Wellesley Theatre Project	Teal Tie Affair	Powers Hall, Needham Town Hall	6/1/2024



MEETING DATE: 5/28/2024

Agenda Item	Pride Month Proclamation
Presenter(s)	

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Board will read the 2024 Pride Month Proclamation, highlighting the Town of Needham as a welcoming community that values and embraces the LGBTQIA+community.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to approve and sign the 2024 Pride Month Proclamation.

3. BACK UP INFORMATION ATTACHED

1. Pride Month Proclamation

TOWN OF NEEDHAM 2024 PRIDE MONTH PROCLAMATION

WHEREAS: The Town of Needham is a welcoming community; and WHEREAS: Needham values the diversity of its residents and people everywhere; and **WHEREAS:** Needham respects the contribution that each and every resident makes to our Town: and **WHEREAS:** Needham appreciates the rich tapestry of ethnic, cultural, racial, sexual, and gender identities of its residents; and WHEREAS: Needham embraces our LGBTQIA+ community; and WHEREAS: LGBTQIA+ youth are at especially high risk of experiencing discrimination, mistreatment, and violence, and the Town is committed to ensuring that they are safe, valued, and supported. **NOW THEREFORE**, be it resolved that June 2024 be declared Pride Month in the Town of Needham and that all residents be encouraged to recognize and acknowledge the contributions of the LGBTQIA+ members of our community as we continue to advance the principles of liberty, equality, inclusivity, and justice for all. Signed this twenty-eight day of May, 2024

SELECT BOARD



MEETING DATE: 5/28/2024

Agenda Item	Introduce Eliza Echevarria, Director of Administration and Finance/Public Services
Presenter(s)	Carys Lustig, Director of Public Works

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Director of Public Works will introduce Eliza Echevarria, newly appointed Director of Administration and Finance/Public Services.

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

- 3. BACK UP INFORMATION ATTACHED
- a. Resume for Eliza Echevarria

ELIZA ECHEVARRIA

Manage public works programs and projects in a safe, timely and budgetary conscious manner, for the maximum benefit, enjoyment and security of the community.

EXPERIENCE

AUGUST 2022 - PRESENT

DPW FINANCIAL ANALYST, CITY OF MARLBOROUGH, MARLBOROUGH, MA

- Manage the development, preparation, and monitoring of the Department of Public Works (DPW) operating budget, capital budget, and mid-year adjustments.
- Oversee the accounts receivable and billing for the Administration and Water Divisions.
- Prepare and submit biweekly payroll for a staff of over 100 DPW employees.
- Monitor several union contracts to ensure employees receive incentives as agreed to by the City and union members.
- Prepare and process procurements for the DPW Facilities Division.
- Process all claims submitted to the city as they pertain to damaged public property.
- Assist and support the DPW Commissioner in administrative tasks as needed.
- Create outreach material and social media content for DPW programs. Plan, implement and attend outreach events.
- Assist in customer service inquiries on solid waste, recycling, and general DPW questions.
- Invoice businesses for services rendered by the Water and Sewer Divison.

NOVEMBER 2021 – AUGUST 2022

RECYCLING ATTENDANT, CITY OF MARLBOROUGH, MARLBOROUGH, MA

- Assist and direct residents visiting the Recycling Drop-Off Facility as to where and how to properly dispose of their recycling, solid waste, yard waste, or bulky items.
- Register, process, and distribute permits to residents for use at the Recycling Drop-Off Facility.
- Support the Recycling Drop-Off Facility Foreman in maintaining the facility.
- Assist the Assistant Commissioner of Operations with recycling program reporting administrative tasks.

MARCH 2020 - JUNE 2020

SENIOR MANAGEMENT ANALYST, RIVERSIDE COUNTY TRANSPORTATION COMMISSION,

RIVERSIDE, CALIFORNIA

DECEMBER 2007 – DECEMBER 2017

PUBLIC AFFAIRS MANAGER, RIVERSIDE COUNTY TRANSPORTATION COMMISSION,

RIVERSIDE, CALIFORNIA

• Directed and managed the public outreach program through all development phases of the Commission's \$2 billion capital projects.

- Procured and managed public outreach contracts for the Commission.
- Reviewed construction management and construction contracts for the Public Outreach Plan content and made recommendations.
- Prepared and delivered public presentations to local governments and community groups, including, City Council meetings, County Municipal Advisory Committees, Chambers of Commerce, trade industry meetings, and service clubs.
- Coordinated and directed public scoping meetings, public hearings, project information meetings, and preconstruction meetings as they pertained to each capital project lead by the Commission.
- Supervised public outreach staff and established work priorities in accordance with the work effort and project goals.
- Directed, reviewed, and responded to all public inquiries on behalf of the Commission, including public records requests, and developing and approving key messages.
- Developed and directed special events for the Commission as each capital project began and ended construction.
- Developed a comprehensive rail safety program that gained statewide recognition in California.
- Directed, reviewed, and approved all video, website and social media content for release to the public as well as, general public outreach as it pertained to construction alerts and construction safety.
- Monitored potential public issues with projects and made recommendations to the Executive Management.
- Prepared presentations, notes, speaking points for Executive Management and Elected Officials.
- Developed and directed the production of all collateral material for the Commission as it pertained to capital projects.
- Maintained contact and relationships with local government officials, community leaders, and transportation agencies.
- Developed and submitted the annual budget for the Commission's communications component.

DECEMBER 2001 – DECEMBER 2007

PUBLIC WORKS MANAGER, CITY OF MORENO VALLEY, CALIFORNIA

APRIL 1998 – DECEMBER 2001

PUBLIC WORKS MANAGEMENT ANALYST II, CITY OF MORENO VALLEY, CALIFORNIA

- Managed the City's \$17 million Solid Waste Contract which included the monitoring and evaluation of their performance to ensure compliance with the City's Solid Waste Agreement.
- Project Manager for the annual preparation and presentation of the City's \$1.43 billion Five-Year Capital Improvement Plan which included the planning, organizing, and management of citywide project information.
- Served as the Public Works Budget Officer for the department's \$37 million annual operating budgets.
- Developed a comprehensive public education program for the safe handling and disposal of hazardous waste and made funding recommendations for this program.
- Developed and administer the City's 42 solid waste and recycling programs.
- Annually prepared and submitted the City's mandated solid waste diversion report and monitored the programs to keep the City in compliance with the State.
- Served as grant administrator for environmental grant funds and ensured that all expenditures were per the funding guidelines and requirements.
- Developed contracts for service for Public Works Administration and Solid Waste projects.
- Assisted the Transportation Division in financial and budgetary projects.

- Performed a wide variety of highly responsible tasks, analysis and research as assigned by the Public Works Director.
- Represented the City on solid waste, hazardous waste, recycling and air quality issues on or before State, County or local agencies.
- Provided quality internal and external customer service.
- Supervised a small professional staff.
- Prepared agenda items, wrote resolutions and ordinances as needed on an ongoing basis.

JULY 1994 - APRIL 1998

PUBLIC WORKS MANAGEMENT ASSISTANT, CITY OF HEMET, CALIFORNIA

- Prepared and presented DPW Operation and Capital budgets.
- Prepared grants for solid waste and recycling programs.
- Assist the Public Works Director in analysis of public works projects.
- Preparation of staff reports for City Council.

EDUCATION

JUNE 2014

MASTERS OF ARTS, LEADERSHIP AND ORGANIZATIONAL STUDIES, CALIFORNIA BAPTIST UNIVERSITY, RIVERSIDE, CALIFORNIA

JUNE 1994

BACHELOR OF SCIENCE, ZOOLOGY, CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA, CALIFORNIA

SKILLS

- Massachusetts Certified Public Purchasing Official (MCPPO) Designation
- Certificate California Association of Public Information Officers
- Certificate California Office of Emergency Services, PIO Crisis Communications Training
- Spanish Speaking
- Microsoft Suite

ORGANIZATION AFFILIATIONS

- Former Women Transportation Seminar (WTS) Member
- Former American Public Works Association (APWA) Member

REFERENCES

Furnished upon request



MEETING DATE: 5/28/2024

Agenda Item	Public Hearing: Eversource Grant of Location – 28 Petrini Circle
Presenter(s)	Joanne Callender, Eversource Representative

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Eversource Energy requests permission to install approximately 8 feet of conduit in Petrini Circle. The reason for this work is to provide service to 28 Petrini Circle.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Petrini Circle.

3. BACK UP INFORMATION ATTACHED

- a. DPW Review Sheet
- b. Letter of Application
- c. Petition
- d. Order
- e. Petition Plan
- f. Notice Sent to Abutters
- g. List of Abutters

TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550 www.needhamma.gov/dpw

For Select Board Meeting of Abutters list & labels at Assessors Office. Please email confirmation date & time of hearing GRANT OF LOCATION PETITION REVIEW DATE OF FIELD REVIEW: 5/20/24 REVIEWER: SUBJECT OF FIELD REVIEW: 5/20/24 REVIEWER: SITE LOCATION: #28 PETRING CIR. UTILITY REQUESTING: EVERSOURCE COnduit Work Area Description A) Sidewalk/Grass Strip Crossing Only Peer Review Peer Review B) Work Within Paved Road Perpendicular Crossing Peer Review C) Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway Peer Review Div. Head Review D) Other Peer Review Div. Head Review Petition Plan Consistent with Field Review Div. Head Review Petition Plan Consistent with Field Review Wiser on Pole N/A Diameter of Conduit Cables Transferred to New Pole N/A Diameter of Conduit Cables Transferred to New Pole N/A Wisible Trench Patch across Road/Sidewalk No Wisible Trench Patch across Road/Sidewalk No Department Head COMMENTS: THIS ONE LOCKS GOOD. No TRENCHING No RISER ON POLE The application is complete pending a public hearingtar	TO: Emily Meyer, Select Board FROM: DPW Office	Office		٠		
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May 13, 2024

Select Board Town Hall 1471 Highland Avenue Needham, MA 02192

RE:

Petrini Circle Needham, MA W.O.# 16621511

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 8 feet of conduit in Petrini Circle.

The reason for this work is to provide service to #28 Petrini Circle.

If you have any further questions, contact Joanne Callender at (781) 314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone Rights and Permits, Supervisor

RMS/HC Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES Town of NEEDHAM

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

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

Petrini Circle -

Easterly from pole 404/3, approximately 277 feet southeast of Bird Street, install approximately 8 feet of conduit.

W.O.# 16621511

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

- 1. Conduits and manholes shall be located as shown on the plan made by K. Rice. dated May 2, 2024 on the file with said petition.
- 2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
- 3. All work shall be done to the satisfaction of the Select Board or such officer or officers as it may

upervise the work.					
		th	e Town of		
	CERTIFIC	CATE			
ection 22 of Chapter ereof, to wit:-after we or to the date of the of the way or ways etermined by the last	r 166 of the Gene written notice of the hearing by the upon, along or a preceding assessm	ral Laws (Ter. he time and pi Selectmen to cross which the hent for taxatio	Ed.), and any lace of the he all owners of the line is to not a public.	y additions there earing mailed at freal estate about the constructed lic hearing held of	eto or least utting under
		th	e Town of		
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i	ify that the foregoir ection 22 of Chapter ereof, to wit:-after v r to the date of the of the way or ways etermined by the last	CERTIFIC Ify that the foregoing Order was addection 22 of Chapter 166 of the Generater of the date of the hearing by the of the way or ways upon, along or a etermined by the last preceding assessment of 2024 at	CERTIFICATE If that the foregoing Order was adopted after durection 22 of Chapter 166 of the General Laws (Ter. ereof, to wit:-after written notice of the time and part to the date of the hearing by the Selectmen to of the way or ways upon, along or across which the etermined by the last preceding assessment for taxation of 2024 at Set the	Select Board the Town of NEEDHAM CERTIFICATE Ify that the foregoing Order was adopted after due notice and ection 22 of Chapter 166 of the General Laws (Ter. Ed.), and any ereof, to wit:-after written notice of the time and place of the her to the date of the hearing by the Selectmen to all owners of the way or ways upon, along or across which the line is to etermined by the last preceding assessment for taxation, and a public of	Select Board the Town of NEEDHAM CERTIFICATE If that the foregoing Order was adopted after due notice and a public hearing ection 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions there ereof, to wit:-after written notice of the time and place of the hearing mailed at r to the date of the hearing by the Selectmen to all owners of real estate about of the way or ways upon, along or across which the line is to be constructed etermined by the last preceding assessment for taxation, and a public hearing held of

I hereby certify that the foregoing are true copies of the Order of the Select Board	of the Town of
NEEDHAM, Masssachusetts, duly adopted on the day of	, 2024 and
recorded with the records of location Orders of said Town, Book, Page	and of the
certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the	General Laws
(Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record	

Attest:		
Clerk of the Town of	NEEDHAM,	Massachusetts

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

To the Select Board of the Town of NEEDHAM Massachusetts:

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated May 2, 2024,** and filed herewith, under the following public way or ways of said Town:

Petrini Circle -

Easterly from pole 404/3, approximately 277 feet southeast of Bird Street, install approximately 8 feet of conduit.

W.O.# 16621511

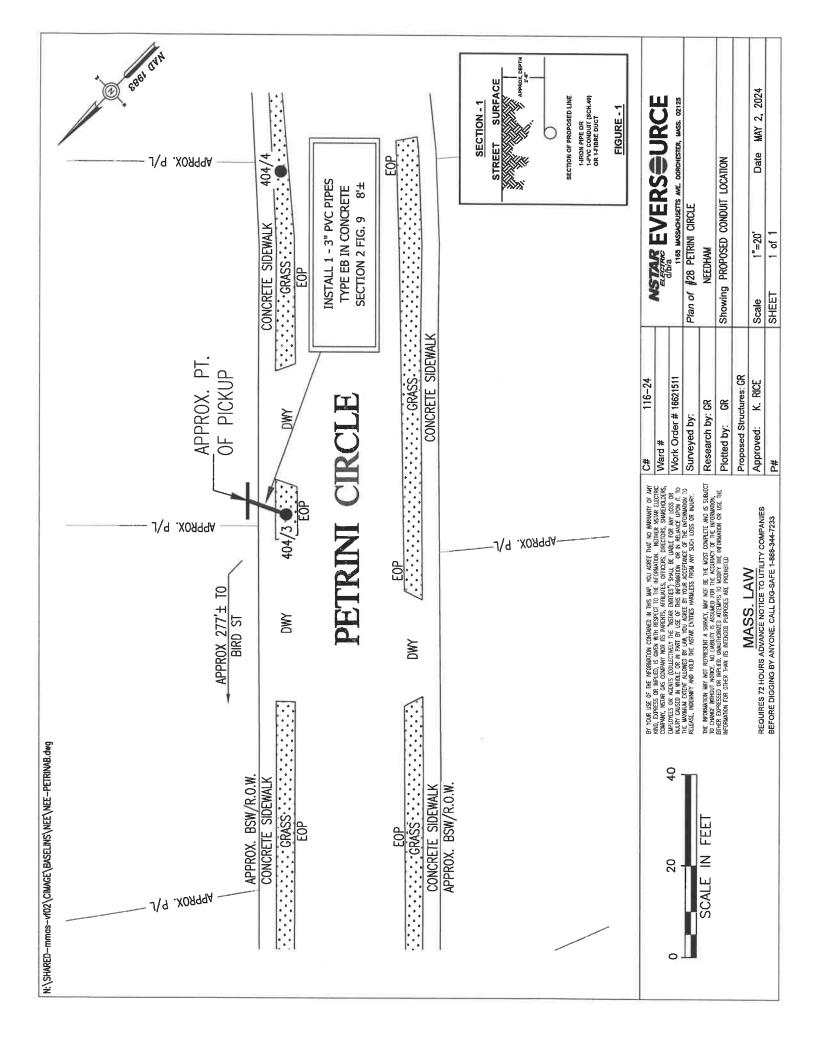
NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY

By: *Richard M. Schifone*Richard M. Schifone, Supervisor
Rights & Permits

Dated this 13th day of May 2024

Town of **NEEDHAM** Massachusetts

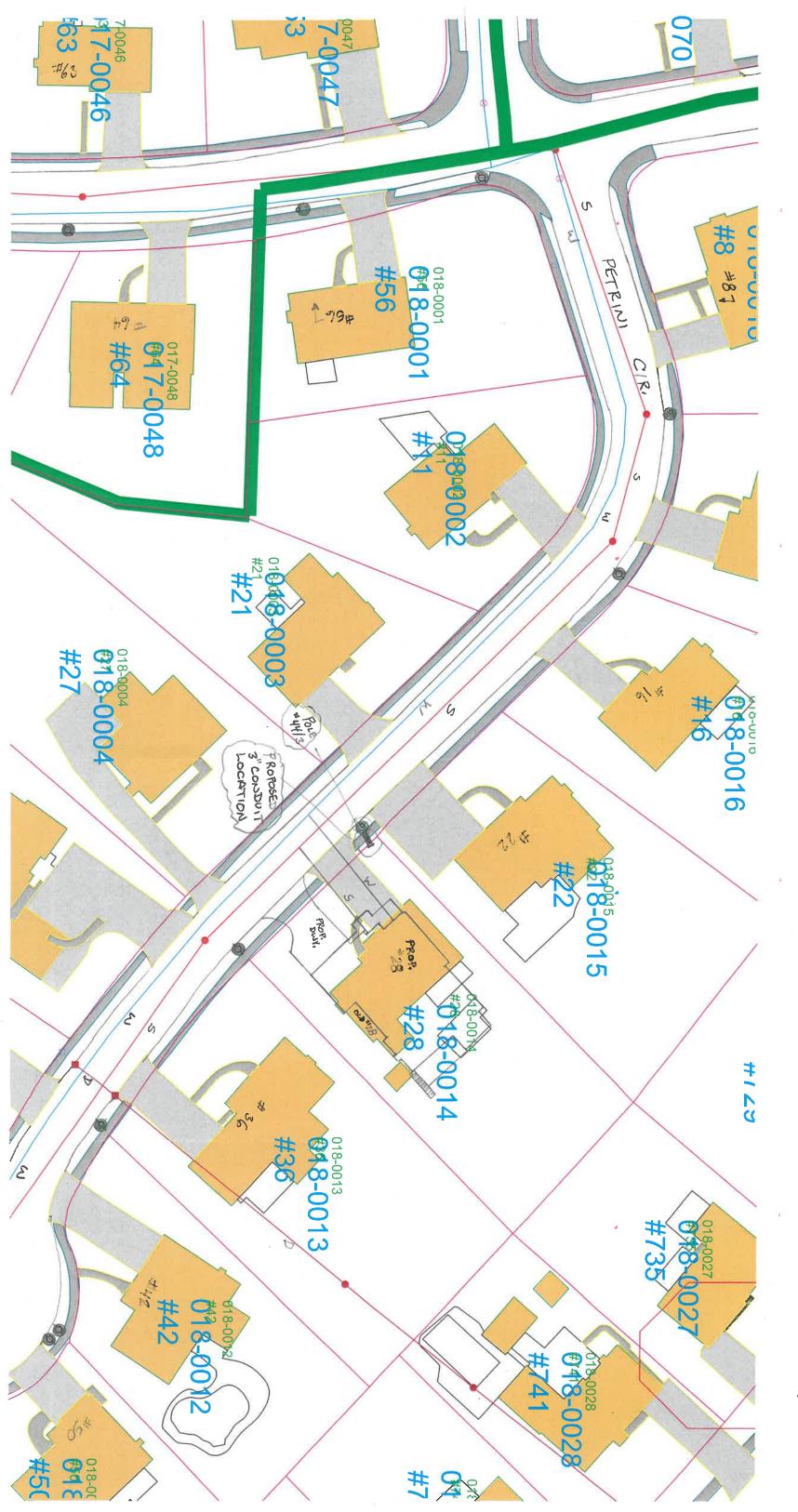
Received	and	filed	2024



TOWN OF NEEDHAM, MASSACHUSETTS

BUILDING INSPECTION DEPARTMENT

	Assessor's Map & Parcel Number	er: 199/018	8.0-0014	-0000.0
Building Permit No.:	Zoning District: SR-B			
Lot Area: <u>13,516 ± S.F.</u>	Address: NO. 28 PETRINI CIR			
Owner: 28 PETRINI CIRCLE LLC	Builder:			
PROPOSED NEW CO	NSTRUCTION PLOT PL	ΔN		
	E: 1"= 40'	2111		
NO. 735 GREENDALE	AVE. NO. 741 GREENDALE AVE.		LOT COVE	RAGE =
NO. 729 GREENDALE AVE. FEDERICO, IDA	N/F BOLIO, JEANNE ELLEN	PROPOSED	LOT COVE	ERAGE =
JIN, SHI & 24 195E 80.00' XU, MINJIE 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7 TE TREE	31.6%		
STREET OF MASS TO THEE	8°± TREE 7"± TREE 410°± TREE	SPOT LOCATION	EXISTING GRADE	PROPOSED GRADE
CHRISTOPHER OF PROPOSED STEPS OF THE 12 TREE 1	"# TREE RETAINING WALL	A	291.7	292.0
O CHARLTON NO 48649 BOW 278.6±	17"± IREE 10W 180.0± 80W 276.2±	В	291.8	292.0
BOW 278.1±	120	С	291.8	292.0
EXISTING RETAINING WALL TO BE DEMOLSTED SURVEYOR SURVE	10W 281.35 BOW 278.4±	D E	291.1 291.2	292.0
	262 TOW 283.4±	F	291.2	291.0 289.7
PROPOSED RETAINING WALL	PROPOSED PROPOSED	G	290.7	284.6
NO. 22 PETRINI CIRCLE	10W 284.61	Н	289.9	284.6
BRAVERMAN MANIM OC 22.46	BOW 282.0± PROPOSED PATIO	I	289.2	284.6
BRAVERMAN, JULIA	18.0 24" TREE DEMOLISHED	J	288.1	284.6
BOY 284.54 PROPOSED NEW CONSTRUCTION TO ENGAGE	TOW 286.8± BOW 284.6± PROPOSED	K	288.9	288.2
-EC- = EROSION CONTROL: PATIO - TO BE CONFIRMED BY ARCHITECT	DOWNSPOUT DOWNSPOUT CIRCLE	L M	289.0 289.4	288.3 288.9
COMPOST/STRAW WATTLE CONCRETE BEING POURED)	RUBIN, DAVID B. &	N	290.0	290.5
STAKED IN PLACE. MAINTAIN UNTIL SOIL STABLE PROPOSED PROPOSED	RUBIN, MELISSA	0	290.3	291.1
UNTIL SOIL STABLE PROPOSED DOWNSPOUT	PROPOSED DOWNSPOUT	P	290.9	291.6
PROPOSED		Q	291.5	292.6
"SC-740 STORMTECH" CHAMBERS OR		R		293.1
EQUIVALENT TO BE INSTALLED PER	P=293.1 24 TREA	S		293.1
MANUFACTURER'S	4.6. PROPOSED PAVED	T U		293.1 293.1
SPECIFICATIONS	DRIVEWAY	v		293.1
PROPOSED SEWER HOUSE CONNECTION 13,5	16 S	W		292.8
TROUGH FOUNDATION NV=289.6± (INVERTS TO BE CONFIRMED PRIOR TO	R=506.22	TOTAL	4936.7	6676.6
ALEX DI LIMBRIO DENIO CAMBIER ALES	S± DHV DHV	AVERAGE	290.4	290.3
PROPOSED 1" K COPPER DOMESTIC	N SS SS SS	AX BUILDING HEIGHT ROPOSED GRADE +3.	5=290.3 + 35=32	
SH SS SS VERIFIED BY PLIMBER	SMH		ROOF PE ELEV.=32	4.7'± ROOF PEAK TO BE
PROPOSED SEWER 6" PVC SDR PETHINI CIRCLE 35 PIPE (TO BE VERIFIED BY	RIM=292.61 INV=288.48		VERIFIE PRIDR	D WITH DESIGNERS TO ROOF FRAMING CEMENT
INV=288.2± EXISTING (INVERTS TO BE CONFIRMED AND SEV	VER LINE		PROPOSED FINIS	HED FLOOR
PRIOR TO ANY PLUMBING BEING CARRIED OUT) CAPPED	AUT AND	100	PROPOSED ELEV.= 290 PROPOSED BAS ELEV.= 284.9'd ROFILE	AVG. GRADE PLANE
l.		PROPOSED P	ROFILE	E
Note: Plot Plans shall be drown in accordance with Sections 7.2.1 a show existing structures and public & private utilities, including wate	nd 7.2.2 of the Zoning By-Laws for the Town of	f Needham.	All plot plan	s shall
Plain and Wetland Areas, lot dimensions, lot size, dimensions of prop	osed structures, sideline, front and rear offsets	and setback	distances	
(measured to the face of structure) and elevation of top of foundat calculations, proposed grading and drainage of recharge structures. I	for pool permits, plot plans shall also show fan	e curroundin	a pool with	a cata
proposed pool and any accessory structures*, offsets from all struct corners, nearest storm drain catch basin (if any) and sewage dispos	ures and property lines, existing elevations at n	earest house	corners and	d pool
*Accessory structures may require a separate building permit — See	Building Code.			
I hereby certify that the information provided on this plan	is accurately shown and correct as indic	cated.		
The above is subscribed to and executed by me this:	17TH day of: A	UGUST	2023	
Name: CHRISTOPHER C. CHARLTON	Registered Land Surveyer #:			
Address: 105 BEAVER STREET City: 1	FRANKLIN State: MA Zip: 02038	Tel. No:	508) 528	3-2528
Approved: Direct	tor of Public Works:	Date _		
Approved:Build	ing Inspector:	Date _		







NOTICE

To the Record

You are hereby notified that a public hearing will be held at 6:05 p.m. on Tuesday, May 28, 2024 in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom upon petition of Eversource Energy dated May 13, 2024 to install approximately 8 feet of conduit in Petrini Circle. The reason for this work is to provide service to 28 Petrini Circle.

A public hearing is required and abutters are hereby notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Kevin Keane Heidi Frail Catherine Dowd Marianne Cooley Joshua Levy

SELECT BOARD

You are invited to a Zoom webinar:

https://us02web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRFJoQT09

Passcode: 652800

Webinar ID: 826 0101 3229

Dated: May 16, 2024

28 PETRINI CIRCLE GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/018.0-0026-0000.0	JIN, SHI &	XU, MINJIE	729 GREENDALE AVE	NEEDHAM	MA	02492-
199/018.0-0004-0000.0	LAU, TAK WING E		27 PETRINI CIR	NEEDHAM	MA	02492-
199/018.0-0028-0000.0	BOLIO, JEANNE ELLEN		58 FAY LN	NEEDHAM	MA	02494-
199/018.0-0013-0000.0	RUBIN, DAVID B. &	RUBIN, MELISSA G	36 PETRINI CIR	NEEDHAM	MA	02492-
199/018.0-0003-0000.0	MUZIKANT, ADAM & WEINSTEIN, AMY TRS	21 PETRINI CIRCLE REALTY TRUST	21 PETRINI CIR	NEEDHAM	MA	02492-
199/018.0-0014-0000.0	28 PETRINI CIRCLE LLC		1101 WORCESTER RD	FRAMINGHAM	MA	01701-
199/018.0-0015-0000.0	BRAVERMAN, MAXIM &	BRAVERMAN,JULIA	22 PETRINI CIR	NEEDHAM	MA	02492-
199/018.0-0027-0000.0	FEDERICO, IDA		735 GREENDALE AVE	NEEDHAM	MA	02492-
199/018.0-0005-0000.0	GS PETRINI 35 LLC		35 PETRINI CIR	NEEDHAM	MA	02492-



MEETING DATE: 5/28/2024

Agenda Item	Department of Public Works General Update
Presenter(s)	Carys Lustig, Director of Public Works

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Director of Public Works Carys Lustig will provide a general update from the Public Works Department including major construction projects anticipated to be completed this season and to solicit feedback on a few intended changes to the right of way layout on specific roadway projects.

2. VOTE REQUIRED BY SELECT BOARD

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

None



MEETING DATE: 5/28/2024

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

1.	1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED					
The	The Town Manager will update the Board on issues not covered on the agenda.					
2.	VOTE REQUIRED BY SELECT BOARD					
	VOID IEEQUITED DI SEEDUI DOIDE					
N/A	N/A – Discussion Only					
DACK LID INDODMATION ATTENDED						
3.	BACK UP INFORMATION ATTACHED					
Non	None					



MEETING DATE: 5/28/2024

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

N/A – Discussion Only

3. BACK UP INFORMATION ATTACHED

None

Town of Needham

Joint Meeting of the Select Board with the Planning Board, Finance Committee, and Housing Needham Advisory Group Minutes for Tuesday, April 30, 2024

Powers Hall and Via ZOOM

https://us02web.zoom.us/j/89068374046

6:04 p.m. Call to Order:

A joint meeting of the Select Board, Planning Board, Finance Committee, and Housing Needham Advisory Group (HONE) was convened by Chair Marianne Cooley. Those present were Vice Chair Heidi Frail (also Co-Chair of HONE), Marianne Cooley, Joshua Levy, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Finance, Katie King, Deputy Town Manager, and Susan Metropol, Recording Secretary, were also in attendance. Heidi Frail called to order the meeting of the Housing Needham Advisory Group (HONE). Chair Adam Block called to order the meeting of the Planning Board. Chair Carol Fachetti called to order the meeting of the Finance Committee.

Also in attendance on the Finance Committee were Karen Calton, Vice- Chair (and also a member of HONE), John Connelly, Barry Coffman, and James Healy.

Also in attendance on the Planning Board were Paul Alpert, Artie Crocker, Vice Chair Natasha Espada (also Co-Chair of HONE), and Justin McCullen.

Also in attendance on the HONE Committee were Jeanne McKnight, Ronald Ruth, Michael Diener, and Bill Lovett.

Also in attendance were Eric Halvorsen, RKG Associates; Chris Heep, Town Counsel; Emily Innes, Innes Associates; Carys Lustig, Director of Public Works; and Lee Newman, Director of Planning & Community Development.

6:10 p.m. Introduction:

Heidi Frail provided an overview of the MBTA Communities Act. Ms. Frail noted that the draft zoning will be sent to the State tomorrow, May 1. Ms. Espada presented a timeline of HONE's activities with a focus on community engagement. The upcoming activities including State review of zoning, Planning Board finalizing the zoning article, Town Meeting voting, and Final State Review.

HONE's Final Recommendations

1. **Base Compliance Plan**: A scenario that adheres very closely to the zoning boundaries and dimensional standards in Needham's current Zoning Bylaw. This scenario is intended to meet the minimum compliance requirements of the MBTA Communities Act.

2. **Neighborhood Housing Plan**: A scenario that increases dimensional standards and the number of units that can be built on a parcel of land as a way to encourage housing production and respond to the goals in Needham's Housing Plan. This scenario is intended to meet and exceed the minimum compliance requirements of the MBTA Communities Act.

Article Overview

Lee Newman presented the recommendations that HONE is presenting to the Town advance four zoning amendments, which build on each other:

Article 1: Create a multi-family overlay district following the recommended district boundaries and dimensional standards in the Base Compliance Plan.

Article 2: The map change for the Base Compliance Plan to accompany Article 1.

Article 3: Amend Article 1 and inserts the dimensional standards of the Neighborhood Housing Plan.

Article 4: The map change for the Neighborhood Housing Plan to accompany Article 3.

Ms. Newman presented several maps which illustrate these scenarios, as well as a comparison of the scenarios and the parameters of both the Base Compliance Plan and the Neighborhood Housing Plan. She also outlined the recommendations of HONE to the Planning Board both within and outside of the MBTA Communities Act.

Eric Halvorsen then reviewed the Propensity for Change Analysis and Fiscal Impact Analysis conducted on HONE's two proposed scenarios. The Propensity for Change Analysis uses a financial feasibility model for multifamily development land value utilizing market return metrics, asking rents, and construction costs. Mr. Halvorsen presented a model demonstrating the potential change in value after the zoning change, with the model applied to each proposed district. The Fiscal Impact Analysis model was constructed to understand the potential tax revenues from new development compared to the municipal and school operational costs to support that development. The model considers Town tax rates, multi-family valuation, development program, incremental governmental expenditures, and student generation rates per unit.

Mr. Halvorsen also reviewed the Tax Implication Analysis methodology as applied to the Base Compliance Plan and the Neighborhood Housing Plan. Finally, Mr. Halvorsen reviewed HONE's Proposal for Affordability as required by the MBTA Communities Act, with the following components:

- Continue to require that 12.5% of all new units in buildings with 6 or more units are set aside as deed restricted affordable housing
- RKG's Economic Feasibility Analysis (EFA) supports HONE's recommendation to keep the current affordability requirements in place for MBTA Districts.
- Keeping the affordability set aside at 12.5% helps Needham continue to stay above the State's requirement of 10% affordability town wide.

Katie King then provided an overview of the Capital Impact Assessment, which considers Police, Fire/EMS, Schools, water and sewer, stormwater, and roadways. There are no anticipated capital impacts on Police, Fire/EMS due to recent investments. The School Department master plan for updating aging school facilities and creating enrollment capacity district-wide would be able to accommodate both zoning plans. The Town believes it has enough water capacity to support housing that may result from proposed zoning. Ms. King emphasized that stormwater and roadways will be prioritized for the foreseeable future.

Discussion ensued on a range of topics, with specific regard to zoning capacity, the size of parcels in various districts across Town, workforce housing, and the differences between the Base Plan and the Neighborhood Housing Plan. Another area of focus was an upcoming traffic study. The proposals put forward in this joint meeting are recommended for the October 2024 Special Town Meeting, following a preliminary review by the Executive Office of Housing and Livable Communities and the Planning Board's hearing process for zoning amendments.

Motion by Mr. Levy that the Select Board accept the recommendations of the Housing Needham Advisory Group and send the Base Compliance Plan and the Neighborhood Housing Plan to the State for a preliminary review. Second: Ms. Frail. Unanimously approved 4-0.

8:02 p.m. Adjourn:

Motion by Mr. Levy that the Select Board vote to adjourn the Special Joint Meeting of Tuesday, April 30, 2024.

Second: Ms. Frail. Unanimously approved 4-0.

Motion by Ms. Fachetti that the Finance Committee vote to adjourn the Joint Meeting of Tuesday, April 30, 2024.

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

Motion by Ms. Frail that the HONE Committee vote to adjourn the Joint Meeting of Tuesday, April 30, 2024.

Second: Mr. Diener. Unanimously approved 8-0.

Motion by Mr. Block that the Planning Board vote to adjourn the Joint Meeting of Tuesday, April 30, 2024.

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

Town of Needham Select Board Minutes for Tuesday, April 30, 2024 Powers Hall and Via ZOOM

https://us02web.zoom.us/j/89068374046

6:04 p.m. Call to Order:

A meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Marianne Cooley, Joshua Levy, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance, Katie King, Deputy Town Manager, and Susan Metropol, Recording Secretary, were also in attendance.

6:06 p.m. Public Comment:

Joe Matthews, 31 Rosemary Street, reported that he believes the article information as printed for Article 44 contains errors and provided clarification. He expressed his disappointment and urged the Select Board to review the information in the Article before Town Meeting.

6:08 p.m. A joint meeting of the Select Board, Planning Board, Finance Committee, and Housing Needham Advisory Group (HONE) was then convened. Following the joint meeting, the Select Board continued their meeting as below.

8:15 p.m. Consent Agenda:

Motion by Ms. Cooley that the Board vote to approve the Consent Agenda except Item 7.

Second: Ms. Frail. Unanimously approved 4-0.

Motion by Ms. Cooley that the Board vote to approve Item 7 of the Consent Agenda.

Second: Ms. Frail. Approved with 3 votes in favor and 1 abstention.

CONSENT AGENDA

0110	ENT AGENDA				
1.	Accept the following donations to the Needham Free Public Library:				
	 From Sally and Bob Davis, in memory of Gail Honbury, \$250; 				
	• From Cathleen Andrew, in memory of Jean McGoldrick, \$30;				
	• From Heather Simmons, in acknowledgement of an art sale, \$6; and				
	From Devin DiChiara, in acknowledgement of art sales, \$70.50.				
2.	Approve the calendar year 2024 Spring Licenses as follows. This approval is predicated on				
	the receipt of all required paperwork.				
	Closet Exchange/Designer & Boutique – Sale of Second Hand Articles				
	Closet Exchange/Consignment Drop Off – Sale of Second Hand Articles				
	Needham Coin & Jewelry Buyers – Sale of Second Hand Articles				
	Crosby Jewelers, Inc. – Sale of Second Hand Articles				

2nd Hand Rose of Needham – Sale of Second Hand Articles Needham Bowl Away – Bowling Alley Lt. Manson H. Carter Post 2498 VFW – Pool Table Go Green Airport Express LLC – Taxi/Livery Xplorean LLC – Taxi/Livery 3. Approve a request from Ryan Marshall, Highrock Church, to hold the road event "The Jog for Joy 5K." The event is scheduled for Sunday, June 9, 2024, at 9:00 am – 12:00 pm. The event and route have been approved by the following departments: Fire, Police, and Public Works. Approve the placement of a granite celebration bench by the Needham Revitalization Trust 4. Fund on Amity Path to be dedicated in honor of Joyce Buni. Update the Board meeting calendar by changing the July 23rd meeting to July 9th. 5. April 30, 2024 August 13, 2024 November 26, 2024 February 25, 202 May 14, 2024 December 3, 2024 March 11, 2025 September 10, 2024 May 28, 2024 September 24, 2024 December 17, 2024 March 25, 2025 June 11, $20\overline{24}$ October 8, 2024 January 14, 2025 April 9, 2025 June 25, 2024 October 22, 2024 January 28, 2025 July 9, 2024 November 12, 2024 February 11, 2025 6. In accordance with Section 20B (v) of the Town Charter authorize the Director of Human Resources and the Town Manager to approve reclassification changes within the existing established Classification Plan. Approve Minutes of March 26, 2024 (Open and Executive Session) and April 2, 2024 7. (Open and Executive Session). Approve a revision of the Charge and Composition of the Stormwater Bylaw 8. Working Group. 9. Accept the following donation to the Needham Fire Department: \$50 from Paul Neri Accept the following donation made to the Needham Community Revitalization Trust 10. Fund for the Bert Wikstrom Bench: \$100 from Mark Gluesing and Adrienne Smith. 11. Approve and sign Water Sewer Abatement #1327 and #1328.

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Evan Judd	30 Washburn Avenue	Washburn Avenue	5/11/24	12pm-6pm	N/A

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Temple Beth Shalom	L'Chaim - Annual Gala	Temple Beth Shalom, 670 Highland Avenue	5/4/2024

8:17 p.m. Introduce Rob MacLean, Director of the Needham Free Public Library: Presenter: Katie King, Deputy Town Manager

Katie King introduced incoming Director of the Needham Free Public Library Rob MacLean. Mr. MacLean was previously the Director of the Weymouth Free Public Library, having led the libraries through various stages of building development. Mr. MacLean is a graduate of Simmons College and Harvard College. A major focus of his role will be connecting the library to the community, ensuring that the library serves as a reflection of the community, and guiding the library through various phases of expansion and development. Mr. MacLean expressed his excitement to be a part of the Needham community and thanked the Library Foundation of Needham and the Friends of the Needham Public Library for their partnership. Select Board Members expressed their enthusiasm for Mr. MacLean's arrival.

8:20 p.m. Public Hearing: Eversource Grant of Location – 34 Whitman Road Presenter: Jacqui Duffy, Eversource Representative

Eversource Energy requested permission to install approximately 8 feet of conduit in Whitman Road. The reason for this work is to provide service to 34 Whitman Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" scheduled 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Motion by Ms. Frail that the Board vote to approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Whitman Road.

Second: Ms. Cooley. Unanimously approved 4-0.

8:22 p.m. Public Hearing: Eversource Grant of Location – 99 Whitman Road Presenter: Jacqui Duffy, Eversource Representative

Eversource Energy requested permission to install approximately 12 feet of conduit in Whitman Road. The reason for this work is to provide service to 99 Whitman Road. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" scheduled 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

Motion by Ms. Frail that the Board vote to approve and sign a petition from Eversource Energy to install approximately 12 feet of conduit in Whitman Road.

Second: Ms. Cooley. Unanimously approved 4-0.

8:24 p.m. Public Hearing: Outdoor Dining License – Eat Farmhouse LLC d//a The Farmhouse (Continued):

Presenter: Dora Tavel-Sanchez Luz, Owner

Eat Farmhouse LLC d/b/a The Farmhouse, located at 970 Great Plain Avenue, is seeking to establish an outdoor dining space on a back patio to the rear of the establishment which lies on an easement upon which the Town has rights to public parking. The applicant is requesting seasonal use of the space, in-line with the Zoning By-Law and their Special Permit. The applicant will require an exception to Select Board Policy SB-LIC-016 to permit more than three parking spaces to be used for outdoor dining.

Motion by Ms. Frail that the Select Board vote to approve an Outdoor Dining License for Eat Farmhouse LLC d/b/a The Farmhouse, and to grant an exception to Select Board Policy SB-LIC-016 to permit additional parking spaces to be used for outdoor dining.

Second: Ms. Cooley. Unanimously approved 4-0.

8:28 p.m. Public Hearing: Alteration of Premises for an All-Alcohol License in a Restaurant – Eat Farmhouse LLC d//a The Farmhouse (Continued) (Continued):

Presenter: Dora Tavel-Sanchez Luz, Owner

Eat Farmhouse LLC d/b/a The Farmhouse, located at 970 Great Plain Avenue, currently holds an All-Alcohol liquor license. The current licensed premises a total of 1,711 square feet with 100 seats. The proposed amendment seeks to expand the premises to include a 1,150 square foot outdoor patio area with 58 additional seats (with indoor seating reduced to 76 seats when the patio is in use).

Motion by Ms. Frail that the Select Board vote to approve the Alteration of Premises amendment application for Eat Farmhouse LLC and vote to forward the Amendment application to the ABCC for review and final approval. Second: Ms. Cooley. Unanimously approved 4-0.

8:31 p.m. Town Manager:

American Rescue Plan Act Funding

Kate Fitzpatrick provided an update on ARPA spending, commitments, grants, and projects with approximately \$114,000 currently unencumbered and outlined plans for these funds.

Consolidation of Information Technology Functions

The Select Board discussed the Memorandum of Understanding approved by the School Committee on April 23, setting forth the rules of engagement.

Motion by Ms. Cooley that the Select Board vote to approve the Information Technology Consolidation Memorandum of Understanding between the Select Board and the School Committee.

Second: Ms. Frail. Unanimously approved 4-0.

Positions on Warrant Articles

Article 21

Ms. Fitzpatrick noted that the Community Preservation Committee is likely to withdraw this article due to a condensed timeline for this project this summer. Ms. Fitzpatrick added that there is a possibility the project could be funded in the fall in conversation with the Community Preservation Committee. Mr. Davison noted the need to reappropriate the funds for the project to another eligible project and recommended that the Board reopen the Board's recommendation on the Public Works Building, striking the borrowing amount and replace it with funds from Article 21. The remaining balance would be funded by a transfer from free cash.

Article 28

Mr. Davison recommended that the motion be awarded by substituting a transfer from free cash.

Motion by Ms. Cooley to recommend a motion to amend Article 28 by striking the text "the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7" and replace with the following text "\$1,275,000 be transferred from Free Cash".

Second: Mr. Levy. Unanimously approved 4-0.

Article 41

The Board discussed Article 41, with specific discussion related to affordability and deed restrictions on housing.

Motion by Mr. Levy that the Board vote to support article 41 in the Annual Town Meeting Warrant.

Second: Ms. Frail. Unanimously approved 4-0.

Article 43

Ms. Fitzpatrick reported that the petitioner is in discussion with the moderator with regard to his Citizens' Petition.

Article 44

Motion by Ms. Frail that the Board vote to support article 44 in the Annual Town Meeting Warrant.

Second: Ms. Cooley. Unanimously approved 4-0.

Article 45

Motion by Mr. Levy move that the Board reconsider article 45 and vote to adopt to support of the motion and proposed motions to amend article 45. Second: Ms. Cooley. Unanimously approved 4-0.

Article 46

Motion by Ms. Frail that the Board vote not to support article 46 in the Annual Town Meeting Warrant.

Second: Ms. Cooley. Approved 3-1, Levy against.

Articles 48, 49, 50:

Mr. Davison recommended that articles 48, 49, and 50 be withdrawn and that it will be more appropriate to raise these articles in the fall.

Motion by Ms. Cooley to withdraw articles 48, 49, and 50. Second: Ms. Frail. Unanimously approved 4-0.

9:22 p.m. Public Hearing: Outdoor Dining License – Sai Restaurant Inc d/b/a Masala Art: Presenter: Vinod Kapoor, Owner

Sai Restaurant Inc LLC d/b/a Masala Art, located at 990 Great Plain Avenue, is seeking to establish an outdoor dining space on a back patio to the rear of the establishment which lies on an easement upon which the Town has rights to public parking. The applicant is requesting seasonal use of the space, in-line with the Zoning By-Law and their Special Permit. The applicant will require an exception to Select Board Policy SB-LIC-016 to permit more than three parking spaces to be used for outdoor dining.

Motion by Ms. Frail that the Board vote to approve an Outdoor Dining License for Sai Restaurant Inc d/b/a Masala Art, and to grant an exception to Select Board Policy SB-LIC-016 to permit additional parking spaces to be used for outdoor dining.

Second: Mr. Levy. Unanimously approved 4-0.

9:25 p.m. Public Hearing: Alteration of Premises for an All-Alcohol License in a Restaurant – Sai Restaurant Inc d/b/a Masala Art:

Presenter: Vinod Kapoor, Owner

Sai Restaurant LLC d/b/a Masala Art, located at 990 Great Plain Avenue, currently holds an All-Alcohol liquor license. The current licensed premises a total of 3,700 square feet with 116 seats. The proposed amendment seeks to expand the premises to include a 600 square foot outdoor patio area with 44 additional seats.

Motion by Ms. Frail that the Board vote to approve the Alteration of Premises amendment application for Sai Restaurant Inc d/b/a Masala Art and vote to forward the Amendment application to the ABCC for review and final approval.

Second: Ms. Cooley. Unanimously approved 4-0.

9:27 p.m. Board Discussion:

Committee Reports

Mr. Keane reported that the Needham Branding & Town Seal Committee met and are making progress on developing a town brand.

9:28 p.m. Adjourn:

Motion by Ms. Frail that the Select Board vote to adjourn the Select Board meeting of Tuesday, April 30, 2024.

Second: Ms. Cooley. Unanimously approved 4-0.

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

The next Select Board meeting is scheduled for Tuesday, May 14, 2024, at 6:00 p.m.

Town of Needham Select Board Meeting Minutes May 6, 2023 Needham Town Hall Select Board Chambers

6:55 p.m. Call to Order:

A special meeting of the Select Board was convened by Chair Kevin Keane. Present were Heidi Frail, Cathy Dowd, Marianne Cooley, Joshua Levy, Deputy Town Manager Katie King, and Town Manager Kate Fitzpatrick.

The Board discussed pending issues related to the Annual Town Meeting.

Motion: Ms. Cooley moved that the Board vote to approve an amendment to Article 28: Appropriate for Fire Truck to change the funding source from debt to cash. Second: Ms. Frail. Unanimously approved: 5-0.

Motion: Ms. Frail moved that the Board vote to approve an amendment to Article 32: Appropriate for Public Works Facilities Improvements Phase 1 to change a portion of the funding source from debt to cash. Second: Ms. Cooley. Unanimously approved: 5-0.

7:10 p.m. Motion: Ms. Frail moved that the Board adjourn its meeting simultaneously with the adjournment of Town Meeting. Second: Mr. Levy. Unanimously approved 5-0.

Note: The Annual Town Meeting adjourned for the evening at 11:38 p.m.

Town of Needham Select Board Meeting Minutes May 6, 2023 Needham Town Hall Select Board Chambers

6:45 p.m. Call to Order:

A special meeting of the Select Board was convened by Chair Kevin Keane. Present were Cathy Dowd, Marianne Cooley, Joshua Levy, Deputy Town Manager Katie King, and Town Manager Kate Fitzpatrick. Select Board Member Heidi Frail was not in attendance.

The Board discussed the Memorandum of Understanding (MOU) between the Board and the Needham Housing Authority relative to the removal of deed restrictions. Mr. Levy noted that he understands now that the requested action is based on speculative concerns on the part of the Needham Housing Authority. Ms. Dowd noted that the existing deeds may impact the competitiveness of the Housing Authority's application, but that there is no certainty. She said that approving the MOU would be helping the Authority put its best foot forward and that the deed restriction removal would improve their chances. Mr. Levy said that the MOU is not enforceable. He said that perhaps the Board could approve the language and sign the document after the vote, when the Select Board deems that the deed restriction removal is necessary.

Motion: Mr. Levy moved that the Select Board approve the MOU language with the Needham Housing Authority and not sign the MOU until after the Town Meeting vote and when the Select Board deems that the removal of the restrictions is necessary for the project. Second: Ms. Cooley for the purposes of discussion.

Ms. Dowd said that she is unaware of information that would provide the Board with more certainty. Ms. Cooley said that even if Article 41: Authorization to Remove Deed Restrictions does not pass Town Meeting, the MOU memorializes the Board's desire for continued use of the property.

Mr. Keane called for the vote. The motion failed to carry: 1-3 with Mr. Levy voting yes and Mr. Keane, Ms. Dowd, and Ms. Cooley voting no.

Motion: Ms. Dowd moved that the Board approve and sign the MOU between the Board and the Needham Housing Authority. Second: Ms. Cooley. The motion carried 3-1 with Mr. Levy voting no.

The Board discussed pending issues related to the Annual Town Meeting. The Board decided to take no position on moving Article 18.

7:10 p.m. Motion: Ms. Cooley moved that the Board adjourn its meeting simultaneously with the adjournment of Town Meeting. Second: Mr. Levy. Unanimously approved 4-0.

Note: The Annual Town Meeting adjourned for the evening at 11:10 p.m.

Town of Needham Select Board Meeting Minutes May 13, 2023 Needham Town Hall Select Board Chambers

6:46 p.m. Call to Order:

A special meeting of the Select Board was convened by Chair Kevin Keane. Present were Heidi Frail, Cathy Dowd, Marianne Cooley, Joshua Levy, Deputy Town Manager Katie King, and Town Manager Kate Fitzpatrick.

The Board discussed pending issues related to the Annual Town Meeting.

7:05 p.m. Motion: Ms. Frail moved that the Board adjourn its meeting simultaneously with the adjournment of Town Meeting. Second: Ms. Cooley. Unanimously approved 5-0.

Note: The Annual Town Meeting adjourned for the evening at 12:35 a.m. on May 14, 2024.

Town of Needham Select Board Minutes for Tuesday, May 14, 2024 Select Board's Chamber and Via ZOOM

https://us02web.zoom.us/j/89068374046

6:01 p.m. Call to Order:

A meeting of the Select Board was convened by Chair Kevin Keane. Those present were Vice Chair Heidi Frail, Cathy Dowd, and Joshua Levy, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance, Katie King, Deputy Town Manager, and Susan Metropol, Recording Secretary, were also in attendance. Marianne Cooley joined at 6:55 p.m.

6:01 p.m. Public Comment Period:

Andrea Wizer, 7 Emerson Road, shared an idea regarding Article 30 and the Quiet Zone in Needham, proposing that the Select Board investigate the possibility of introducing a local bus from the Junction to replace the train from this point for the remainder of the train line. She suggested that this would eliminate the train whistle through Town and potentially improve traffic in Needham Center.

6:05 p.m. Public Works Week Proclamation:

Presenter: Shane Mark, Assistant Director of Public Works

Shane Mark discussed the upcoming Public Works Week activities along with the benefits and services residents see from the work DPW performs. He highlighted the DPW's goal of improving quality of life by providing the following, among other services:

- Clean and safe drinking water
- Safe streets and sidewalks for all users
- Safe and usable open spaces in parks and grounds
- Emergency management during weather events

Mr. Mark noted that the Town will celebrate the work and accomplishments of staff this week through a range of activities, including events such as the Touch a Truck event and Food Drive for Needham Community Food Bank, daily social media highlights, and a luncheon for Public Works staff funded through donations from management. Ms. Frail then read the 2024 Public Works Week Proclamation in recognition of the 64th annual National Public Works Week. Mr. Mark also recognized Kristen Wright, DPW Management Analyst, as the recipient of a scholarship from the New England Chapter of the American Public Works Association that will enable her attendance at the Public Works Expo this year in Atlanta.

Motion by Ms. Dowd that the Board vote to approve and sign the 2024 Public Works Week Proclamation.

Second: Mr. Levy. Unanimously approved 4-0.

6:14 p.m. Alcohol License Hearing – Shivmegh LLC, d/b/a Needham Center Fine Wines Presenter: Viralkumar Patel, Manager of Record, John Schlittler, Chief of Police

The Select Board, as the local licensing authority, held a hearing in accordance with the provisions of M.G.L. c. 138 Sections 12, 34, 64, and 67 and Town of Needham Regulations for the Sale of Alcoholic Beverages. The purpose of the hearing was to consider the modification, suspension, revocation, or cancellation of the Section 15 Package Store All Alcohol license for Shivmegh LLC, d/b/a Needham Center Fine Wines.

Chief John Schlittler provided an overview of the routine compliance check conducted at Needham Center Fine Wines on December 6, 2023, during which an undercover operative under 21 years of age successfully purchased alcohol, even after the cashier checked his ID, which was an out-of-state ID. Chief Schlittler noted that the cashier did not use a scanner. Mr. Patel requested that the proposed penalty initially offered – a one-day suspension held in abeyance for serving a minor and a two-day suspension for failure to have a scanning device/software – be reduced. Discussion ensued among Select Board members regarding the penalty and the importance of the new requirement for businesses to utilize a scanner to check consumer identification, among other updated requirements.

Motion by Mr. Levy that the Select Board finds sufficient evidence that, on December 6, 2023, Shivmegh LLC, d/b/a Needham Center Fine Wines violated:

- a. 203 CMR 2.05(2) permitting an illegality on the licensed premises, to wit: Chapter 138, Section 34, sale or delivery of an alcoholic beverage to a person under twenty-one years of age; and
- b. Town of Needham Regulations for the Sale of Alcoholic Beverages to wit: Section 3.5.13, requiring use of a digital card scanner to confirm authenticity of identification for patrons appearing under the age of 40; and such evidence has been found.

Second: Ms. Dowd. Unanimously approved 4-0.

Motion by Ms. Frail that the Select Board suspend Shivmegh LLC, d/b/a Needham Center Fine Wines' Section 15 Package Store All Alcoholic Liquor License for a period of three days to be served on dates set in the future to be provided to the Board in writing; and

Second: Ms. Dowd. Unanimously approved 4-0.

Motion by Ms. Frail that the Select Board authorize the Town Manager to draft and send notice of the Select Board's decision to the Licensee and to the Alcoholic Beverages Control Commission.

Second: Ms. Dowd. Unanimously approved 4-0.

6:30 p.m. Climate Action Roadmap:

Presenter: Stephen Frail, Climate Action Plan Committee Chair, Gabby Queenan, Sustainability Manager

The Climate Action Plan Committee (CAPC) was established to guide the Town in developing a plan that meets or exceeds the State's climate mitigation and resilience goals. Needham's draft of the Climate Action Roadmap outlines the Town's commitment to achieving Net Zero greenhouse gas emissions by 2050, as mandated by the Commonwealth of Massachusetts and directed by the Needham Select Board. The roadmap is the result of extensive research, community engagement, and collaboration with various stakeholders. The roadmap was approved in its current form by a vote of the CAPC. The CAPC is seeking the Select Board's vote to adopt the Climate Action Roadmap. Mr. Frail highlighted the townwide effort that has contributed to its development. The roadmap outlines specific targets, milestones, and actionable strategies across all sectors of our community. Ms. Queenan also provided some of the highlights of her work in the past six months since she joined the Town as Sustainability Manager. Upcoming priorities include the Green Municipal Aggregation, the Community Leaders Grant Program, ensuring the availability of electric vehicle chargers, and working on outreach through a potential Electrify Needham campaign.

Mr. Keane thanked CAPC for developing recommendations that will enable the Town to ensure that future buildings are built to a higher climate standard.

Motion by Ms. Frail that the Board vote to adopt and publish the Climate Action Roadmap.

Second: Ms. Dowd. Unanimously approved 4-0.

6:49 p.m. Appointment Calendar and Consent Agenda:

Motion by Ms. Frail that the Board vote to approve the Consent Agenda as presented.

Second: Mr. Levy. Unanimously approved 4-0.

CONSENT AGENDA

1.	Approve the following donation to Needham Youth & Family Services (YFS): • \$6,250 from Needham Community Council towards future community programming
2.	Approve a request from Jessica Rice, Jog Your Memory 5K, Inc., to hold the road event "Jog Your Memory 5K." The event is scheduled for Sunday, September 15, 2024, at 9:00 am – 11:00 am. The event and route have been approved by the following departments: Fire, Police, and Public Works.

NOTICE OF APPROVED BLOCK PARTIES

Name	Address	Party Location	Date	Time	Rain Date
Jamie Silverberg	55 Rybury Hill Way	55, 61 & 52 Rybury Hill Way	6/1/24	12pm-8pm	6/2/24

6:50 p.m. Town Manager:

Free Cash Update

David Davison reported on the status of Free Cash, which is higher than initially projected at \$23.8 million, compared to \$17.4 million last year. He reported that revenues are stronger than predicted for this fiscal year. Discussion ensued about the various financial factors the Town considers when making decisions and anticipated trends in Free Cash amounts in the future.

Town Manager Report

Ms. Fitzpatrick thanked the Select Board members, Town Meeting members, and Town Staff for their productive participation in Town Meeting.

7:19 p.m. Board Discussion:

Committee Reports

Mr. Keane reported that Community Conversations on May 2nd were successful. He also added that he has recently joined the Trustees of Memorial Park.

7:20 p.m. Adjourn:

Motion by Ms. Frail that the Select Board vote to adjourn the Select Board meeting of Tuesday, May 14, 2024.

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

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

The next Select Board meeting is scheduled for Tuesday, May 28, 2024, at 6:00 p.m.

FISCAL YEAR 2024

SCHEDULE A

Effective July 1, 2023

Full-time and regular part-time position classifications with corresponding classification

Position Title	Grade/Class.	FLSA status
Administrative Analyst	GT06	non-exempt
Administrative Assistant	I-03	non-exempt
Administrative Specialist	I-05	non-exempt
Animal Control Officer	GF07	non-exempt
Applications Administrator	I-07	exempt
Arborist	N-5	non-exempt
Assistant Building Commissioner	10	exempt
Assistant Director of Aging Services/Counseling and Volunteers	11	exempt
Assistant Director of Aging Services/Programs and Transportation	10	exempt
Assistant Director of Assessing	9	exempt
Assistant Director of Finance	13	exempt
Assistant Director of Human Resources	10	exempt
Assistant Director of Park & Recreation	11	exempt
Assistant Director of Public Health for Community & Environmental Health	11	exempt
Assistant Director of Public Health for Nursing & Behavioral Health	11	exempt
Assistant Director of Public Library	12	exempt
Assistant Director of Public Works/Building Maintenance	13	exempt
Assistant Director of Public Works/Operations	13	exempt
Assistant Fire Chief	Assistant Fire Chief	exempt
Assistant Superintendent	9	exempt
Assistant Town Accountant	9	exempt
Assistant Town Clerk	6	exempt
Assistant Town Engineer	11	exempt
Assistant Town Planner	7	exempt
Assistant Treasurer/Collector	9	exempt
AutoCAD Technician	GF04	non-exempt
Building Commissioner	12	exempt
Building Maintenance Manager	11	exempt

Position Title	Grade/Class.	FLSA status
Building Maintenance Supervisor	9	exempt
Carpenter	В7	non-exempt
Chief Wastewater Operator	N-7	non-exempt
Children's Librarian	7	exempt
Children's Services Assistant	GT05	non-exempt
Civil Engineer	7	exempt
Clinician	I-07	exempt
Community Training Coordinator	7	exempt
Compliance Coordinator	6	exempt
Computer Operator	I-03	non-exempt
Conservation Manager	9	exempt
Conservation Specialist	I-06	non-exempt
Contract Administrator	8	exempt
Craftsworker (Building Maintenance)	B4	non-exempt
Craftsworker (DPW)	N-4	non-exempt
Custodian	В2	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Police Chief	14	exempt
Deputy Town Manager	16	exempt
Deputy Town Manager/Director of Finance	16	exempt
Director of Aging Services	13	exempt
Director of Assessing	12	exempt
Director of Communications and Community Engagement	10	exempt
Director of Design and Construction	13	exempt
Director of Health and Human Services	14	exempt
Director of Human Resources	14	exempt
Director of Management Information Systems	14	exempt
Director of Park and Recreation	12	exempt
Director of Planning and Community Development	13	exempt
Director of Public Library	14	exempt
Director of Public Works	15	exempt
Director of Public Works Administration	12	exempt

Position Title	Grade/Class.	FLSA status
Director of Streets and Transportation	12	exempt
Director of Youth and Family Services	12	exempt
Division Superintendent, Parks and Forestry	12	exempt
Division Superintendent, Solid Waste/Recycling	12	exempt
Division Superintendent, Water/Sewer	12	exempt
Economic Development Manager	9	exempt
Electrician	В7	non-exempt
Emergency Management Administrator	11	exempt
EMS Administrator	EMS Administrator	non-exempt
Engineering Aide	GF02	non-exempt
Engineering Technician	GF05	non-exempt
Environmental Health Agent	I-07	non-exempt
Equipment Mechanic	N-5	non-exempt
Field Assessor	I-06	non-exempt
Finance Assistant	I-04	non-exempt
Fire Business Manager	9	exempt
Fire Captain	F-3	non-exempt
Fire Chief	Contract	exempt
Fire Inspector	Fire Inspector	non-exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Fleet Supervisor	10	exempt
GIS/Database Administrator	I-07	exempt
Heavy Motor Equipment Operator (HMEO)	N-4	non-exempt
Human Resources Coordinator	GT05	non-exempt
Human Resources Operations and Benefits Administrator	7	exempt
HVAC Supervisor	9	exempt
HVAC Technician	В7	non-exempt
Inspector of Plumbing & Gas	GT07	non-exempt
Inspector of Wires	GT07	non-exempt
Laborer 2	N-2	non-exempt
Laborer 3	N-3	non-exempt

Position Title	Grade/Class.	FLSA status
Library Assistant	GT03	non-exempt
Library Children's Supervisor	10	exempt
Library Circulation Supervisor	9	exempt
Library Reference Supervisor	10	exempt
Library Technical Services Supervisor	10	exempt
Library Technology Specialist/Archivist	11	exempt
Local Building Inspector	GT06	non-exempt
Management Analyst	8	exempt
Master Mechanic	N-7	non-exempt
Network Manager	I-11	exempt
Office Assistant	I-02	non-exempt
Park Ranger	В3	non-exempt
Payroll Coordinator	I-06	non-exempt
Plumber	В7	non-exempt
Police Administrative Specialist	I-06	non-exempt
Police Chief	Contract	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	GF03	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Project Manager	10	exempt
Public Health Nurse	I-09	exempt
Public Safety Dispatch Supervisor	GF10	non-exempt
Public Safety Dispatcher	GF07	non-exempt
Public Works Inspector	N-6	non-exempt
Public Works Technician	N-5	non-exempt
Recreation Supervisor	I-08	non-exempt
Reference Librarian/Digital Media Specialist	7	exempt
Reference Librarian/Program Specialist	7	exempt
Reference Librarian/Young Adult	7	exempt
Retirement Administrator*	9	exempt
Retirement Assistant*	GT04	non-exempt

Position Title	Grade/Class.	FLSA status
Scalehouse Attendant	N-4	non-exempt
Senior Administrative Coordinator	I-07	non-exempt
Senior AutoCAD Technician	GF06	non-exempt
Senior Custodian	В3	non-exempt
Senior Project Manager	12	exempt
SHINE Assistant Program Coordinator	GT07	non-exempt
SHINE Program Coordinator	GT08	non-exempt
Substance Use Prevention Program Coordinator	8	exempt
Support Services Manager	10	exempt
Survey Party Chief	GF06	non-exempt
Sustainability Manager	9	exempt
Technical Services Assistant	GT03	non-exempt
Technology Support Technician	I-06	non-exempt
Town Accountant	12	exempt
Town Engineer	13	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	12	exempt
Transportation Coordinator	GT06	non-exempt
Traveling Meals Coordinator	GT05	non-exempt
Wastewater Operator	N-5	non-exempt
Water Treatment Facility Manager	10	exempt
Water Treatment Operator	N-5	non-exempt
Working Foreman	N-7	non-exempt
Zoning Specialist	GT06	non-exempt
*Needham Contributory Retirement Board position titles		



Job Title	Community Training Coordinator (Special Assignment Support)
Department	Youth & Family Services
Employment Status	Full-Time
Grade	7
Exempt/Nonexempt Status	Exempt

Scope of Work

The ideal candidate will have a strong background in mental health, training methodologies, and a commitment to promoting mental well-being within diverse communities. This role involves designing and delivering training programs to community members while also managing data collection to support evidence-based practices. The Community Training Coordinator would also provide intensive community outreach and involvement to assess the needs of town and school staff and local community organizations.

Supervision

Received	Director of Youth & Family Services
Exercised	Interns

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Training Program Development and Delivery

- Develop and implement community-based training programs on mental health, tailored to diverse audience needs. This includes, but is not limited to, Mental Health First Aid.
- Utilize innovative and engaging training methods to ensure effective knowledge transfer within the community.
- Collaborate with mental health professionals to stay current on assessment tools, therapeutic techniques, and best practices.

Community Engagement

- Conduct targeted outreach efforts to identify and connect with individuals in the community who may benefit from mental health support.
- Build and maintain relationships with community organizations, local agencies, and key stakeholders to enhance outreach effectiveness.
- Collaborate with community leaders to raise awareness about mental health resources and reduce stigma.

Resource Navigation

- Assist individuals in accessing and navigating available mental health resources and services.
- Collaborate with community organizations to expand the network of available support options.
- Advocate for clients in securing necessary services and overcoming barriers to mental health care.

Documentation and Reporting

- Maintain accurate records of training activities, participant feedback, and other relevant data.
- Generate regular reports on program outcomes and share findings with stakeholders, contributing to the organization's evidence-based approach.
- Design and implement data collection systems to track the impact of training programs.
- Regularly analyze and report on the effectiveness of training initiatives, using data to inform program improvements.

Individual, Family and Group Counseling and Support

- Deliver individual counseling services to clients and families, utilizing evidence-based therapeutic techniques.
- Develop and implement person-centered treatment plans based on assessed needs and goals.
- Conduct thorough mental health assessments to understand the unique needs of individuals.
- Collaborate with other mental health professionals and agencies to ensure comprehensive support for individuals in crisis.
- Design and implement therapeutic groups for youth, families, and parents.
- Provide crisis intervention services, including de-escalation techniques and coordination of emergency mental health care when necessary.

Other Job Functions

• Performs related duties as assigned.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Master's degree in social work, counseling, psychology, or a related field.
- At least two years of experience working in the mental health field.
- Licensed or license eligible as a mental health professional (LCSW, LPC, LMFT, etc.) or ability to obtain a professional license in social work or mental health counseling within 3 years of hire.
- Experience in mental health training and community engagement.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a multidisciplinary team.
- Sensitivity to diverse cultural backgrounds and an understanding of social determinants of mental health.
- LGBTQ+ affirming, multi-culturally competent, and committed to anti-racism and anti-discrimination work.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	 Applicable laws, rules and regulations related to youth counseling. Modern principles and techniques in the psychology, social work, human services and mental health counseling fields. The use of standard office equipment including computers and relevant software programs. Proficient in data management and analysis using relevant software.
Ability to	 Provide training tailored to youth and adult audiences. Provide effective and meaningful counseling and support services to Town youth and their families. Multi-task and prioritize multiple tasks at a time. Deal with highly sensitive information and maintain confidentiality. Communicate effectively both verbally and in writing. Prepare complex correspondence and reports. Distill and present upon complex information for a variety of audiences, internal and external. Establish and maintain effective working relationships with supervisors, coworkers, clients and their families, school and other agency officials, and the general public.
Skill in	 Training, facilitating, and community engagement. Working with troubled youth. Oral and written communications. Strategic thinking and decision making.

Necessary Special Requirements

Valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee may occasionally be exposed to violence in mental health crisis situations.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Town of Needham

Schedule C - Compensation Tables for Part-Time, Seasonal and Temporary Positions *Effective July 1, 2024*

Schedule C

	Effective July 1, 2024		
	Title	Rate	Note
1	Activity Instructor	\$83.22	*
2	Administrative/Office Support Specialist 1 (AOS1)	\$22.68	
3	Administrative/Office Support Specialist 2 (AOS2)	\$27.06	
4	Administrative/Office Support Specialist 3 (AOS3)	\$28.02	
5	Building Monitor 1	\$15.45	
6	Building Monitor 2	\$21.63	
7	General Services Assistant (GSA)	\$15.45	
8	Parking Clerk	\$28.02	
9	Playground Maintenance Specialist	\$18.67	
10	Police Matron	\$22.68	
11	Professional/Technical Support Specialist 1 (PTS1)	\$29.58	
12	Professional/Technical Support Specialist 2 (PTS2)	\$34.05	
13	Professional/Technical Support Specialist 3 (PTS3)	\$42.71	
14	Program Support Assistant 1 (PSA1)	\$18.67	
15	Program Support Assistant 2 (PSA2)	\$24.65	
16	Program Support Assistant 3 (PSA3)	\$30.52	
17	Recording Secretary	\$22.68	
18	Senior Corps Participant	\$15.00	
19	Special Assignment Support (SAS)	\$83.22	*
20	Special Detail Worker 1 (SDW1)	\$44.00	
21	Special Detail Worker 2 (SDW2)	\$53.00	**
22	Substitute Inspector (Building, Gas, Plumbing, Wiring)	\$31.31	
23	Traffic Supervisor	\$22.68	

* Maximum Hourly Rate by Individual Agreement

^{**} Based on Differential in Police Union CBA

	Title	Rate	Note
Election Clerk		\$16.65	#
Election Inspector		\$15.00	#
Election Warden		\$16.65	#

Rate set by the Select Board

Title	Annual
Care of Graves for Veterans Coordinator of Ceremonies	\$2,746
Registrar of Voters	\$661
Finance Committee Executive Secretary	\$45,192

Title	Per Event
Senior Trip Coordinator	\$164.78

Title	Level	Year 1	Year 2	Year 3
Van Driver	VAN	\$20.74	\$21.90	\$23.05

Library				
Title	Level	Year 1	Year 2	Year 3
Library Page	L01	\$15.75	\$16.21	\$16.71
Library Technical Services Assistant	L02	\$20.61	\$21.23	\$21.86
Library Circulation Assistant	L02	\$20.61	\$21.23	\$21.86
Library Administrative/Office Support Specialist	L03	\$28.53	\$29.39	\$30.26
Children's Reference Librarian	L04	\$35.32	\$36.38	\$37.47
Reference Librarian	L04	\$35.32	\$36.38	\$37.47

Seasonal/Temporary Title	Lovel	1 Vs Eva	2 Vr Evn	2 Vs Evs	4 Vs Evs	F Vs Fvs	C Vr Tvn
riue	Level	1 Yr Exp	2 Yr Exp	3 Yr Exp	4 Yr Exp	5 Yr Exp	6 Yr Exp
Counselor: Booth & Maintenance Staff	PR01	\$16.26	\$16.75	\$17.25	\$17.77	\$18.30	\$18.85
Group Leader; Lifeguard (cert req)	PR02	\$17.35	\$17.86	\$18.41	\$18.95	\$19.52	\$20.11
Swim Coach	PR03	\$17.89	\$18.44	\$18.98	\$19.56	\$20.14	\$20.74
Site Supervisor, Specialist, AM/PM Care, Head Guard	PR04	\$18.98	\$19.55	\$20.14	\$20.74	\$21.36	\$22.00
Water Safety Instructor (WSI cert req)	PR05	\$19.52	\$20.11	\$20.70	\$21.33	\$21.97	\$22.63
Assistant Supervisor	PR06	\$20.60	\$21.22	\$21.84	\$22.52	\$23.19	\$23.89
Supervisor	PR07	\$22.77	\$23.45	\$24.15	\$24.88	\$25.63	\$26.40
Laborer/Trades Assistant	DPW01	\$15.45	\$16.03	\$16.50	\$17.00		
Student Intern	INT01	\$15.45	\$17.17	\$20.60	\$24.88		
Seasonal Driver Traveling Meals	HHS01	\$17 57	\$18.67	\$19.78			