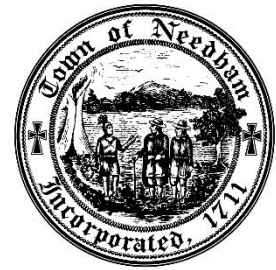


SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. December 17, 2024



Town Hall
Powers Hall
1471 Highland Avenue
Needham, MA 02492
&
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://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZH VXZjFNbWJXRFJoQT09>

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: [+16469313860](tel:+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 .
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1.	6:00	Recognition of Service: State Representative Denise Garlick
2.	6:10	Town Manager Search Process • Bernie Lynch, Principal, Community Paradigm Associates
3.	6:15	Public Hearing: Eversource Grant of Location – Grant Street • Peter Bowman, Eversource Energy • Joanne Callender, Eversource Energy • Jason Kaminsky, Eversource Energy • Rick Schifone, Eversource Energy
4.	6:15	Public Hearing: Eversource Grant of Location – Webster Street • Peter Bowman, Eversource Energy • Joanne Callender, Eversource Energy • Jason Kaminsky, Eversource Energy • Rick Schifone, Eversource Energy
5.	6:30	Public Hearing: Tax Classification • Board of Assessors • David Davison, Deputy Town Manager/Director of Finance • Nancy Martin, Assistant Director of Assessing • Cecilia Simchak, Assistant Director of Finance
6.	7:30	Public Hearing: Verizon Grant of Location – Tolman Street (Continued from 11/26/2024 & 12/3/2024) • Alex Marrero, Verizon Representative
7.	8:10	Outdoor Dining License Amendment – CEED Corp, dba Cook Needham • Diana Sepulveda, General Manager
8.	8:20	Capital Policies Review • Kate Fitzpatrick, Town Manager • David Davison, Deputy Town Manager/Finance • Katie King, Deputy Town Manager • Cecilia Simchak, Assistant Director of Finance
9.	8:30	Approve the FY2026 – FY2030 Capital Improvement Plan • Kate Fitzpatrick, Town Manager • David Davison, Deputy Town Manager/Finance • Katie King, Deputy Town Manager • Cecilia Simchak, Assistant Director of Finance
10.	8:45	Town Manager • American Rescue Plan Act Funding • Update to List of Special Municipal Employees • Town Manager Report
11.	9:00	Board Discussion • Select Board Goals FY2025 – 2026 • Ballot Question • Set January Meetings • Committee Reports

APPOINTMENT CALENDAR

1.	Clary Coutu	Tree Preservation Planning Committee Term Exp: 6/30/2026
2.	Nick Tatar	Tree Preservation Planning Committee Term Exp: 6/30/2026
3.	Andrew Bobenski	Tree Preservation Planning Committee Term Exp: 6/30/2026
4.	Paul Alpert	Town Manager Screening Committee Term Exp: 6/30/2025

CONSENT AGENDA *Supporting Documents in Agenda Packet

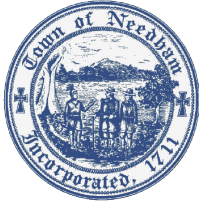
1.*	Approve Human Resources Policy #443 Promotion of Deputy Chief of Police & Chief of Police
2.	Approve the following donation to Needham Youth & Family Services: \$213.53 from High Rock Church
3.	Approve for calendar year 2025 requests for license renewals of Restaurant – All Alcoholic Beverages License for each of the following establishments (subject to receipt of required completed paperwork): - Sol Soul Family Food LLC d/b/a Hearth Pizzeria - New Garden, Inc. d/b/a New Garden - Needham Food and Beverage, LLC d/b/a The Heights - Eat Farmhouse LLC d/b/a The Farmhouse
4.	Approve for calendar year 2025 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): - Shivmegh LLC d/b/a Needham Center Fine Wines - MDM Wine2 LLC d/b/a Vinodivino - Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine
5.	Approve for calendar year 2025 request for license renewal of Innholder – All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): Needham Lending Company LLC d/b/a Sheraton Needham
6.	Approve for calendar year 2025 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): - Sol Soul Family Food LLC d/b/a Hearth Pizzeria - Sai Restaurant, Inc d/b/a Masala Art - Needham Lending Company LLC d/b/a Sheraton Needham - New Garden, Inc. d/b/a New Garden - Bagels Best Inc. d/b/a Bagels Best Bakery Café - Yeat, Inc. d/b/a Sweet Basil - H&B Pizza Inc d/b/a Sweet Tomatoes Pizza 1095 LLC d/b/a Comella's - Select Pizza d/b/a Nicholas' Pizzeria - International House of Pizza Inc. d/b/a Needham House of Pizza

	• Subway of Needham LLC d/b/a Subway 55446 • Poet King Restaurant Group LLC d/b/a Hungry Coyote • Poet King Restaurant Group LLC d/b/a El Mariachi • North Hill Inc. d/b/a North Hill Café • Three Sons, Inc d/b/a Kostas Pizza and Seafood • Needham Gyro Inc d/b/a Gyro and Kebab House
7.	Approve for calendar year 2025 requests for license renewals of Outdoor Dining Licenses for the following establishments (subject to department approval): • Eat Farmhouse LLC d/b/a The Farmhouse • French Press LLC d/b/a French Press • Sol Soul Family Food LLC d/b/a Hearth Pizzeria • Sai Restaurant, Inc d/b/a Masala Art • PM Story Corporation d/b/a Little Spoon • Yeat, Inc. d/b/a Sweet Basil • Henry Hospitality Inc. d/b/a The James
8.	Approve for calendar year 2025 the following requests for Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork): • Needham Service Center Inc. d/b/a Needham Service Center
9.	Approve for calendar year 2025 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): • 365 Management Company LLC d/b/a Residence Inn by Marriott – Innkeeper’s License • Needham Food and Beverage LLC d/b/a Homewood Inn & Suites – Innkeeper’s License • Sol Soul Family Food LLC d/b/a Hearth Pizzeria – Seven Day Entertainment License • Needham Lending Company LLC d/b/a Sheraton Needham – Innkeeper’s License • Needham Lending Company LLC d/b/a Sheraton Needham – Seven Day Entertainment License • New Garden, Inc. d/b/a New Garden – Seven Day Entertainment License • Olin College – Lodging License • 7-Eleven – Special Permit (24 hr. retail sale of food) • Sweet Basil – Special Permit (Carry-In Alcoholic Beverages)
10.	Approve the following donation to Needham Health Division: • \$25 from MaryClare Siegel for Needham’s Traveling Meals program • \$1,000 from Darshana and Sandeep Thakore for Needham’s Traveling Meals program • \$100 from MaryClare Siegel for Needham’s Gift of Warmth program • \$250 from Rachel Busby for Needham’s Gift of Warmth program • \$50 from Daryn Berger for Needham’s Domestic Violence Action program • \$1,300 from Harold Burger and Jill Reinherz for Needham’s Domestic Violence Action program
11.	Approve the following donation to Needham Park and Recreation Department:

	• \$20 from Claire Blum for trees
12.	Approve requests from Henry Hospitality, Inc d/b/a/ The James and New Garden, Inc d/b/a New Garden Restaurant to extend their liquor licenses on December 31, 2024, until 1:00 a.m on January 1, 2025. The Police Department has approved this request.
13.	Approve the following penalties to be levied on liquor license holders: • One-day suspension held in abeyance for one year for the failure of an alcohol compliance check on October 30, 2024 for Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine • One-day suspension to be enforced before January 31, 2025 for a violation of Town of Needham Alcohol Regulations on October 30, 2024 for Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine • One-day suspension to be enforced before January 31, 2025 for the failure of an alcohol compliance check on October 30, 2024 for Henry Hospitality Inc. d/b/a The James • One-day suspension to be enforced before January 31, 2025 for a violation of Town of Needham Alcohol Regulations on October 30, 2024 for Henry Hospitality Inc. d/b/a The James
14.*	Approve Open Session Minutes of November 26, 2024
15.	Approve the request of the Needham Housing Authority to waive all local permit fees of the Building Department (including building, plumbing and electrical) related to the construction of the Linden Street Redevelopment Project, an affordable housing development, as permitted by Major Project Site Plan Special Permit No. 2024-01 dated November 6, 2024.

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Russell Garlick	Celebration of Service for Representative Denise Garlick	Needham Town Hall	12/09/2024

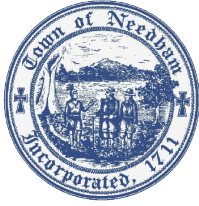


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

Agenda Item	Recognition of Service: State Representative Denise Garlick
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will recognize State Representative Denise Garlick for her countless contributions to the Town of Needham while serving in elected office.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 12/17/2024

Agenda Item	Town Manager Search Process
Presenter(s)	Bernie Lynch, Principal, Community Paradigm Associates

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Bernie Lynch, Principal at Community Paradigm Associates, will provide an outline of the search process and discuss ways that the Board members can provide feedback during the process.
2.	VOTE REQUIRED BY SELECT BOARD
	N/A – Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Community Paradigm Associates Proposal b. Community Paradigm Associates Tentative Schedule

Proposal for Executive Search Services Town of Needham



COMMUNITY PARADIGM ASSOCIATES, LLC

TOWN OF NEEDHAM

EXECUTIVE SEARCH SERVICES

TOWN MANAGER

Proposal Information	Page
A. Letter of Interest	2
B. Organizational Information and Firm Profile	4
▪ Firm Profile	5
▪ Project Team Resumes	7
C. Approach and Plan for Performing Services	11
▪ Project approach including identifying and targeting Town needs, community involvement, recruitment strategies and implementation plan.	12
▪ Proposed timeline	15
D. Recent Searches and References	16
▪ Five Year Listing of Municipal Manager Searches	17
▪ List of Municipal Manager Search Contracts with Contact Information in order that all be available as References	18
E. Recruitment Materials-Samples	24
F. Certifications and Pricing	32

November 27, 2024

Office of the Town Manager
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

To whom it may concern:

We are pleased to present this proposal for Executive Recruiting Services to the Town of Needham in accordance with the Town's Request for Proposals. We also look forward to the opportunity to discuss your search for a new Town Manager and the services that Community Paradigm can provide you in that effort.

Community Paradigm Associates, LLC is a Massachusetts-based consultancy that was established in 2014 as a multi-dimensional organization focusing on governmental, nonprofit, and community concerns through a variety of services. However, our primary service is focused upon executive recruiting of municipal managers for Towns here in Massachusetts. A more detailed description of Community Paradigm is contained within a Firm Profile that is included within the proposal documents.

We believe that we can bring four specific qualifications to the task of helping Needham find its next Town Manager:

- First, we know the skills and characteristics of a municipal manager in carrying out his/her responsibilities. Members of the Community Paradigm team have performed in the role of municipal manager for decades.
- Second, through years of activity in the business of municipal management, our recent experience in providing municipal recruitments, and our active involvement in mentoring the next generation of municipal managers we have built a proprietary database of potential candidates, particularly here in Massachusetts and throughout New England. We utilize an approach of active recruitment, not simply advertising a position and waiting for responses. Active recruitment and current knowledge of candidates is crucial in the very competitive market for municipal managers that currently exists for local governments.
- Third, our approach always includes active engagement of the stakeholders of the community in the process. We believe this approach produces the best possible selections as well as crucial support during the all-important first few months in the position.
- And fourth, now in our eleventh year of operation, we have become **the most active** municipal manager recruitment firm in the Commonwealth. We believe that distinction is the result of the customized, dedicated service that we provide to our municipal clients, which can be verified by contacting any of our clients for their opinion of Community Paradigm.

During our ten years of operation, we have completed over **110** municipal manager/municipal Manager searches. We have also completed numerous department head recruitments and executive positions within local governments including Needham, as well as a number of regional, non-profit, and quasi-state agencies. We encourage the Town to review the recruitments that we have performed for all our clients as we are confident that they will respond positively and enthusiastically to the results of our work and the hands-on process that we have managed.

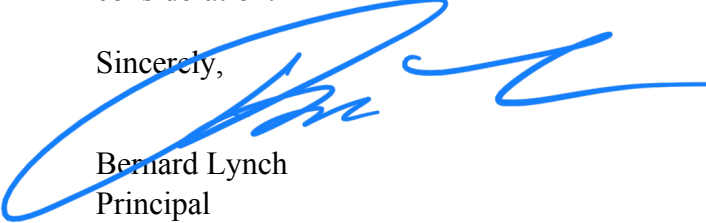
In accordance with the Town of Needham's Request for Quotes, we have organized materials that respond to the specifically requested information:

- Organizational Information presents material about Community Paradigm Associates which is a sole proprietorship/limited liability company. This section does include a Firm Profile that outlines the key members of the Community Paradigm team and the services that we provide.
- Team Member Resumes provides the resumes of the project team that will work on the Needham Town Manager search. The team for the Needham recruitment search project will be the following members:
 - Bernard Lynch, Principal (Project Manager)
 - Sharon Flaherty, Principal
 - John Petrin, Senior Associate
 - Jennifer Lefferts, Communications Associate
- Plan for Performing Services addresses the scope of work by which we manage a municipal manager recruitment/search by describing our community engagement process and the development of selection criteria which is summarized in a robust Position Statement, our recruitment strategies, the search approach and candidate review process. This section also includes a projected timeline.
- Recent Searches and References provides a listing of similar Town Manager recruitments conducted over the past five years along with reference information for all Community Paradigm Town Manager search clients.
- Recruitment Materials includes samples of recent recruitment materials developed and utilized in similar searches.
- Certifications & Pricing provides executed certification forms pertaining to non-collusion and tax compliance and a price proposal that presents the fee that is applicable for delivery of the services described within this proposal.

We look forward to the opportunity to work with Needham as it seeks a new Town Manager, to discuss the benefits of utilizing Community Paradigm as the Town proceeds with the hiring process, and to review ideas that could be utilized to best achieve the mutual goal of a successful search.

Please feel free to contact me with any questions or need for additional information. I can be reached at Blynch@communityparadigm.com, or at 978-621-6733. Thank you in advance for your consideration.

Sincerely,



Bernard Lynch
Principal

COMMUNITY PARADIGM ASSOCIATES, LLC

Organizational Information

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

FIRM PROFILE

Community Paradigm Associates, LLC, is a multi-dimensional organization focusing on governmental, nonprofit, and community concerns. It develops transformational initiatives and innovative solutions designed to enhance the dynamics of communities. Its Principal and Associates draw upon their extensive government, academic, and private sector experience to provide the answers clients need to effectively and efficiently manage their organizations.

Founder and Managing Principal Bernard F. Lynch has devoted more than 40 years to guiding cities and towns toward brighter futures by focusing on the efficiency and responsiveness of organizational day-to-day operations as well as highly transformational initiatives that bring communities to a new level. His experience as an innovator, strategist, educator, researcher, and leader allow him to consider challenges from various viewpoints. Known for his collaborative problem-solving and innovative solutions, Mr. Lynch steered a Massachusetts city away from potential receivership to solid fiscal stability. He has managed the successful conception and completion of public libraries, police stations, community centers, school buildings, bicycle and walking trails, and recreation facilities.

Mr. Lynch served as City Manager of Lowell, Massachusetts, for eight years and as Town Manager of Chelmsford, Massachusetts, for 20 years. He served on Lieutenant Governor Karyn Polito's Task Force on Local Government Workforce Skills Gap, is a Senior Fellow at Suffolk University, and serves as an adjunct professor at both Suffolk University and University of Massachusetts Lowell. He earned a Master of Public Administration degree from University of Massachusetts Amherst and a Bachelor of Science degree in Political Science from the University of Lowell.

Principal Sharon Flaherty has assisted in managing over 100 executive recruitments in addition to leading such projects as business development marketing, compensation and classification, community engagement, and communications. Ms. Flaherty has 30 years of experience in communications, project management, public relations, and marketing. In previous positions, Ms. Flaherty has managed marketing and communications in the financial industry and held positions as a reporter, editor, and editorial page editor at daily and weekly newspapers. She has served as an adjunct professor in business at Middlesex Community College. She earned a Master of Business Administration from Rivier University, a Master of Arts in English and Writing from Southern New Hampshire University, and a Bachelor of Arts degree in Communications from Rivier University.

Senior Associate John Petrin has dedicated more than 30 years to municipal service, including seven years as the Town Administrator of Burlington, seven years as the Town Manager of Ashland, and 13 years as the Town Administrator of Harvard. He has extensive experience in developing operating and capital budgets, hiring and managing department heads and other personnel, and managing the day-to-day operations of a municipality. Additionally, Mr. Petrin served as Assistant Superintendent of Schools in Marlborough, as Tax Assessor in Bellingham, and as an elected Park Commissioner in Bellingham. He has served on numerous professional boards, including the Massachusetts Police Accreditation Commission and Joint Labor Management Committee, and is the former President of the Massachusetts Municipal Association and of the Massachusetts Municipal Managers Association. Mr. Petrin earned a Bachelor of Arts in Political Science from Stonehill College and Master of Public Administration from Northeastern University.

Senior Associate Julie Jacobson has nearly 40 years of government experience, 34 of which have been in local government. Prior to becoming the Town of Auburn's first Town Manager in 2011, she served as Assistant City Manager in Worcester, Mass., for over six years. Ms. Jacobson has extensive organizational, budget, planning, economic and workforce development, personnel, labor relations, project management, policy development and implementation experience. She is skilled at developing strategic partnerships and building collaborations on local and regional levels. In prior roles, Ms. Jacobson served as Chief Executive Officer of the Worcester Redevelopment Authority, Director of Economic Development in Worcester, both Interim President and CEO and Director of Economic Development and Public Policy for the Worcester Regional Chamber of Commerce, and President of the Worcester InfoTech Corporation. She has served on numerous professional and community boards, including Lt. Gov. Polito's Municipal Focus Group, Lt. Gov. Polito's Community Compact Working Group, Mass. Local Government Advisory Commission, Mass. Municipal Association Board of Directors, and MMMA's Women Leading Government Committee (Chair). Ms. Jacobson holds a Bachelor of Arts from College of the Holy Cross, a Master of Arts from Worcester State College Graduate Program, and a Master of Business Administration from Anna Maria College Graduate School.

Senior Associate Ray Santilli has 40 years of experience working in the municipal sector, including 17 years as the Assistant Town Manager in North Andover, Mass. Mr. Santilli also served as a purchasing director, director of community services, and human resources director in North Andover, and as Planning/Budget/Personnel Director for the Cambridge Police Department. He earned his Master of Business Administration from Boston College and a Bachelor of Science degree in Criminal Justice from Northeastern University.

Senior Associate Carl Valente has 40 years of State and local government experience, including 35 years in Massachusetts. He was the first Town Administrator for the Town of Needham, the first Town Manager for the Town of Weston, and served for 13 years as Lexington's Town Manager until his retirement. He also served as Section Chief for Technical Assistance for the Massachusetts Department of Revenue-Division of Local Services and as Director for Financial Management for the International City/County Management Association. He specialized in municipal finance issues. He earned a Master of Public Administration from the University of Hartford and a Bachelor of Arts in Political Science from the University of Connecticut. He currently is a member of the Solid Waste Commission for the City of Newton.

Communications Associate Jennifer Lefferts is a former journalist turned communications specialist with an expertise in local and state government and education. She worked as a daily and freelance journalist for more than 25 years at such publications as *The Boston Globe*, the *Boston Business Journal*, and the *Lowell Sun*, where she served as State House Bureau Chief. She has also worked for the *MetroWest Daily News* and the *Sentinel & Enterprise*. Ms. Lefferts previously served as communications manager for the Saugus Public Schools and currently works as a freelance communications consultant specializing in writing, messaging, strategic planning, and community engagement. She has a bachelor's degree in print journalism from Emerson College.

Community Paradigm Associates has affiliations with numerous highly experienced municipal management professionals and industry professionals who assist with various projects. It has a network that includes professionals in such areas as finance, public works, telecommunications, land use and development, public safety, emergency management, municipal law and process, personnel management, and sustainability. Each is an experienced and proven leader in his or her field. Services provided by Community Paradigm Associates include: executive recruiting, economic and community development, strategic analysis and counsel, public finance, public policy, community engagement, strategic management and planning, building high performing organizations, marketing and communications, professional development, and community sustainability.

BERNARD LYNCH

Professional Experience

- **Community Paradigm Associates, LLC, 2014 - Present**
Founder and Managing Principal
- **City of Lowell, MA, 2006 - 2014**
City Manager
- **Town of Chelmsford, MA, 1986 - 2006**
Town Manager (1989 - 2006)
Executive Secretary (1986 - 1989)

Academic Experience

- **Moakley Center for Public Management, Suffolk University, 2014 - Present**
Senior Fellow and Adjunct Faculty in Graduate School of Management offering courses in Public Finance, Labor Relations, Strategic Leadership, and Community Engagement.
- **University of Lowell and University of Massachusetts-Lowell, 1980 - 2017**
Adjunct Faculty in Political Science Department offering courses in American Government, Public Administration, Urban Politics, Public Policy, State and Local Government, and Fiscal Policy.

Education

- Master of Public Administration, University of Massachusetts-Amherst
- Bachelor of Science in Political Science, University of Lowell

Professional Affiliations and Community Service

- International City Management Association, Full/Retired Member
- Massachusetts Municipal Management Association, Full/Retired Member
- Middlesex Community College Leadership Advisory Committee (2016-Present)
- Innovation Academy Charter School Board of Trustees (2014-Present)
- Middlesex 3 Coalition, Founding Member and Member of Board of Directors (2010-2014)
- Massachusetts Municipal Association-Fiscal Policy Committee (1994-Present) (Prior Chair)
- Lowell Plan Board of Directors (2006-2014)
- Lowell Development and Finance Corporation Board of Directors (2006-2014)
- Lowell Regional Transit Authority Board of Directors (2006-2014)
- UMass Lowell College of Arts and Sciences Alumni Advisory Committee (2005-2012)
- Massachusetts Local Government Advisory Committee (2007-2009)
- Massachusetts Municipal Association Task Force on State & Local Finance, Service Delivery & Administrative Reform (2004)
- Merrimack Valley Economic Development Council-Board of Directors (2000-2014)
- Massachusetts Inter-Local Insurance Association-Director and member of Audit Committee and Investment Committee (1993-2006)
- Northern Middlesex Council of Governments (1987-2006)
- Lowell Community Health Center-Board of Directors (1999-2000)
- Special Legislative Commission on Affordable Housing (1988-1989)

SHARON FLAHERTY

Professional Experience

- **Community Paradigm Associates, LLC, 2014 - Present**
Principal
- **Cape Cod Five, 2015 - 2016**
Marketing Communications Officer
- **Jeanne D'Arc Credit Union, 2010 - 2015**
Assistant Vice President, Marketing & Communications
- **MediaNews Group, Lowell Sun, 1995 - 2010**
Editorial Page Editor (2005 - 2010)
Metro/City Editor (2000-2005)
Education Reporter (1998-2000)
Municipal Reporter (1995-1998)
- **Community Newspaper Group, Chelmsford Independent, 1989 - 1995**
Assistant Editor (1992-1995)
Reporter (1989-1992)

Academic Experience

- **Middlesex Community College, 2011 - 2015**
Adjunct Faculty teaching variety of business courses to widely diverse population, including Communications, Introduction to Business, Marketing, and Business Ethics.

Education

- Master of Business Administration, Rivier University
- Master of Arts in English & Writing, Southern New Hampshire University
- Bachelor of Arts in Communications, Rivier University

Professional Affiliations and Community Service

- Plymouth Cultural Council (2016-2019)
- Rebuilding Together Lowell, Board of Directors (2010-2015)
- Greater Lowell Community Foundation, Nonprofit Grant Distribution Committee (2010-2015)
- Greater Lowell Community Foundation Advisory Board (2010-2020)
- Lowell Youth Development Collaborative, Board of Directors (2006-2015)
- Crime Stoppers of Lowell, Board of Directors (2010-2015)
- Girls, Inc. of Lowell, Board of Directors (2013-2015)

JOHN PETRIN

Professional Experience

- **Community Paradigm Associates, LLC, 2019 - Present**
Senior Associate
- **Town of Burlington, MA, 2012 - 2019**
Town Administrator
- **Town of Ashland, MA, 2005 - 2012**
Town Manager
- **Marlborough Public Schools, Marlborough, MA, 2001 - 2005**
Assistant Superintendent of Schools
- **Town of Harvard, MA, 1988 - 2001**
Town Administrator
- **Town of Pepperell, MA, 1985 - 1988**
Town Administrator
- **Town of Bellingham, MA, 1980 - 1985**
Tax Assessor (1982-1985); Park Commissioner (1980-1985)

Academic Experience

- **Moakley Center for Public Management, Suffolk University, 2019 - Present**
Senior Fellow, Program Coordinator, and Adjunct Faculty in Local Government Leadership and Management Certificate Program

Education

- Master of Public Administration, Northeastern University
- Bachelor of Arts in Political Science, Stonehill College

Professional Affiliations and Community Service

- Massachusetts Municipal Association, Retired Member (President, 2001; Vice President, 2000)
- Massachusetts Municipal Managers Association (President, 1995; Vice President, 1994)
- International City/County Managers Association (1991-2001, 2005-2019)
- Middlesex 3 Coalition, Board of Directors (2012-2019)
- Massachusetts Police Accreditation Commission (1997-2001, 2006-2019)
- Joint Labor Management Committee (2014-2019)
- Metropolitan Boston Emergency Medical Services Council, Board of Directors (2008-2017)
- Massachusetts Special Commission on Disability Pensions (2012-2013)
- Massachusetts Local Government Advisory Commission (1994-1996, 1999-2001)
- Massachusetts Association of School Superintendents (2001-2005)
- Massachusetts Association of School Business Officials (2001-2005)
- Boys & Girls Club of MetroWest, Inc., Board of Directors (1995-Present)
- Healthy Smiles Dental Clinic, Board of Directors (2003-2015)
- Marlborough Regional Chamber of Commerce, Board of Directors (2002-2005)

JENNIFER LEFFERTS

Professional Experience

- **Community Paradigm Associates, LLC, 2024 - Present**
Communications Associate
- **Communications Consultant, 2016 - Present**
Consultant
- **Saugus Public Schools, 2021 - 2023**
Communications Manager
- **Boston Business Journal, 2013 - 2015**
Freelance Writer
- **Boston Globe, 2005 - 2020**
Correspondent
- **MediaNews Group, Lowell Sun, Berkshire Eagle, Sentinel & Enterprise, 1999-2005**
Political Reporter & Bureau Chief, Statehouse
- **Middlesex News, MetroWest Daily News, 1996-1999**
Reporter
- **Sentinel & Enterprise, 1993-1996**
Reporter

Education

- Bachelor of Science in Print Journalism, Emerson College

Community Service

- Various local Parent-Teacher Organizations and School Councils

TOWN OF NEEDHAM
EXECUTIVE RECRUITING APPROACH

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

Approach and Plan for Performing Services

It is a challenging period in municipal management recruitment with a growing number of retiring managers producing increased demand, with fewer individuals entering the profession, and many individuals opting to remain in secure positions. The result can be smaller candidate pools for municipalities seeking to fill these important positions within local government. Community Paradigm, as the Consultant, has been successful in its many searches over the past ten years in building strong fields for the municipal clients that it has served.

It has also become a period in which greater citizen involvement in the selection process is desired and required. Such involvement helps to ensure community support for the individual selected. Community Paradigm has facilitated community input and participation in nearly all the municipal manager searches we have conducted and has organized, guided, and facilitated Screening Committees/Working Groups and appointing authorities in reviewing and interviewing candidates, and complying with the Massachusetts Open Meeting Law.

The recruitment and selection process require an understanding and knowledge of the candidate pool, aggressive outreach, robust community engagement, and a nimble and creative approach to finding candidates for the Town. The approach that would be utilized, along with the experience and knowledge of Community Paradigm, will work in finding the best Town Manager for Needham.

Preparation

1. Initial Consultation with the Select Board

It is most important to have a clear understanding from the Select Board on the experience, skills, management style, and personal attributes the Board wishes the next Town Manager to possess. The Consultant would interact with the Select Board as a body and as individual members at the outset of the process to obtain this information. These initial interactions would also be used to discuss and prepare a search plan that includes recruitment strategies, contractual provisions including compensation and conditions of employment, and a timetable for the recruitment and selection.

2. Stakeholder Information/Community Engagement

It is valuable to gather the perspectives of Department Heads and other key town officials that will have regular interaction with the Town Manager. In addition, Community Paradigm utilizes in-person and virtual community forums as well as surveys to gather resident and community input and engagement. The specific information sought through meetings and discussions with stakeholders is understanding the organizational framework, the primary issues facing the Town, and those specific attributes that would be sought in choosing the next Town Manager. The consultant would also use this period to gather and review key Town documents and materials including the Charter, Bylaws, Board policies, and various plans to gain a fuller understanding of the community, the governmental organization, local processes, and issues of concern.

3. Preparation of Position Statement/Recruiting Brochure

The information gathered from the Select Board, Department Heads, other town officials, and community input sessions would be presented to the Town in a report that will take the form of a Position Statement that will serve as a recruiting brochure to provide potential candidates a full understanding of the Town and its current issues, the statutory responsibilities of the Town Manager position, and the expectations of the Board and other members of the community. The Screening Committee and/or Select Board will be asked to approve the Statement, and to discuss and decide parameters of a compensation and benefits package. A sample Position Statement is included within the proposal documents.

4. Advertisements and Active Recruitment of Candidates

Ultimately, the success of selecting a new Town Manager for Needham is ensuring the largest and most diverse possible pool of qualified candidates. Certainly, one manner of gaining applicants is advertising the position through various publications and organizations. The Consultant will make recommendations on the most effective locations to advertise but at a minimum would include the International City and County Management Association (ICMA) and Massachusetts Municipal Association (MMA) publications. A sample advertisement and position announcement are included within the proposal.

However, the most important activity in recruiting is conducting targeted outreach to prospective, qualified candidates that match the desired candidate profile. This activity is imperative as many qualified candidates, for various reasons, do not respond to advertisements. In particular, in highly visible positions, such as Town Managers, there is some concern about premature public disclosure of candidates, which could impact existing positions. A consultant-initiated contact can ease such concerns and expand the pool of candidates. The Consultant will conduct outreach by utilizing our “Community Paradigm Database” developed in part by:

- Our professional network through the MMMA and ICMA;
- A professional academic network through the region’s MPA programs including the Suffolk University/Massachusetts Municipal Association Local Government Certificate Program;
- A recruiting network built up over the 110+ searches of the past ten years.

Review of Applicants

5. Receipt of Résumés and Initial Review of Résumés

The Consultant will process applications and résumés to maintain confidentiality of each inquiry and application. This will ensure the greatest number of qualified candidates. Any résumés sent to the Town, the Screening Committee, or the Select Board should be forwarded to the Consultant. The Consultant will acknowledge all résumés submitted by candidates.

6. Search Process: Review of Résumés and Assessment

The Consultant will review all résumés to determine those which meet the Town’s criteria as set forth in the parameters voted by the Select Board within the Position Statement. Following telephone interviews, preliminary background checks, and utilization of assessment tools as deemed appropriate, a confidential assessment of an anticipated 5-8 qualified candidates will be prepared presenting experience, education, and other notable information. This information will be reviewed with a Screening Committee on a confidential basis. These reviews will occur in executive session and the Screening Committee will select the candidates to be interviewed in executive session. The consultant will provide the Screening Committee with all résumés received.

Selection of Finalists

7. Screening Committee Interviews

The Consultant will assist a Screening Committee with the interview process. This will include the notifications to candidates and scheduling of interviews as well as assisting the Committee with the interviews, including methods of interviews, possible questions, assessment tools, and candidate evaluations. At the completion of the initial interviews, the Committee will determine which 3-4 candidates should be forwarded to the Select Board as finalists. These finalists should NOT be ranked in any way as it can bias the process.

8. Reference and Background Review

The Consultant will obtain written authorization from each of the finalists acknowledging a desire to continue through the process and allowing for the Consultant to contact the finalists' provided professional references and to conduct a background review, including iCORI, and education and employment verification. This process protects the finalists' confidentiality and the Town from any charge of violation of privacy.

9. Referral of Finalists

Upon completion of the Reference and Background review, the Consultant will meet with the Select Board to publicly announce the Finalists and provide a report prepared by the Consultant that includes a short description of the candidates, a summary of reference information, and copies of submitted materials including cover letters and résumés.

Select Board Selection

10. Finalist Interviews

The Consultant will assist the Select Board with the interview process, including preparation, interview questions, assessment tools, scheduling of interviews, etc.

Staff Participation (Optional)

One beneficial approach to understanding the finalists' knowledge of municipal government and approach to managing the Town is to arrange for meetings by the candidates with key staff and Town officials, and community leaders. This step will provide the candidates with a better sense of Needham, the municipal organization, and the short- and long-term issues facing the Town.

Community Participation (Optional)

There is also an opportunity to engage the community during the selection process through facilitated community forums in which citizens can meet the finalists and ask questions about background and experience and general municipal management topics.

11. Selection and Contract Negotiation

At the conclusion of Select Board interviews, the Board will make a choice for the next Needham Town Manager. The Consultant will help with organizing the process of making that decision. Any vote to offer the position of Town Manager to an individual should be "conditioned" upon any additional background checks deemed necessary and the successful negotiation of a contract. The consultant will extend an offer of employment to the selected candidate and assist with the negotiation of an employment contract as required by the Town to reach a mutually beneficial agreement.

The Consultant will manage communication with all applicants that are not selected to notify them of their status.

Needham
Town Manager Recruitment
Projected Timeline (based upon 12/16 start)

	Activity / Week Of	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31
	Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Preparation																
1	Consultation with Select Board																
2	Supporting Information Gathered																
3	Position Profile/Recruitment Brochure Preparation																
	Review Profile with Select Board																
4	Advertisements and Recruitment																
	Review of Applications																
5	Resumes Received and Initial Review																
6	Selection of Semi-Finalists w/ Screening Committee																
	Initial Interviews																
7	Interviews and Selection of Finalists by Screening Committee																
8	Reference and Background Review																
9	Referral of Finalists																
	Select Board Interviews of Finalists																
10	Select Board Interviews of Finalists																
11	Selection by Select Board																

COMMUNITY PARADIGM ASSOCIATES, LLC

Recent Searches & References

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC



COMMUNITY PARADIGM ASSOCIATES, LLC

MUNICIPAL MANAGER RECRUITMENTS 2020-2024

2020	2021	2022	2023	2024 to date
East Longmeadow*	Coventry, RI	Boxborough	Arlington	Bolton
Fairhaven*	Dighton	Brookline	Avon	Dighton
Grafton	East Bridgewater	Carlisle	Belchertown	Hopkinton
Holliston	Groveland	Halifax	Bedford	Lunenburg**
Hopedale	Hudson	Ipswich	Dover	Palmer
Mattapoisett	Kingston	Lancaster	Foxborough	Reading
Millbury	Lanesborough	Plymouth	Hampden	Tisbury**
North Attleborough	Monson	Rochester	Hopedale	Tewksbury
Pembroke	Norfolk County	Sterling	Hull	Wilmington
Southbridge	Reading	Stoughton	Marion	
Sudbury	South Hadley	Sudbury	Rutland	
Swansea	Spencer	Watertown	Southampton	
Truro	Wenham	West Boylston		
Wellfleet	Westport	Winchester		
Whitman	Winchendon	Winthrop		

**All recruitments listed were successfully completed with the exception of East Longmeadow where the retiring manager chose to withdraw her retirement which was accepted by the Town Council and Fairhaven where one Select Board member had to recuse himself from the vote and the two remaining members each voted for a different finalist resulting in a 1-1 vote until one Board member was recalled by the voters.*

***Search is currently in process.*



COMMUNITY PARADIGM ASSOCIATES, LLC

MUNICIPAL EXECUTIVE RECRUITMENT CLIENT REFERENCE LIST

Client	Reference	Address	Phone #	Email Address
Adams, MA Town Administrator	Christine Hoyt Board of Selectmen	8 Park St. Adams, MA 01220	413-743-8300 Dept. #170	choyt@town.adams.ma.us
Amherst, MA Town Manager	Deborah Radway Former HR Director	4 Boltwood Ave. Amherst, MA 01002	413-345-8570	radwaydeb@gmail.com
Arlington, MA Town Manager	Caryn Malloy Human Resources Director	730 Mass Ave. Annex Arlington, MA 02476	781-316-3120	cmalloy@town.arlington.ma.us
Avon, MA Town Administrator	Steven Rose BOS Chair	65 East Main St. Avon, MA 02322	508-588-0414	srose@avon-ma.gov
Becket, MA Town Administrator	Katherine Warden Search Committee	557 Main St. Becket, MA 01223	518-466-1267	KWarden319@gmail.com
Bedford, MA Town Manager	Bopha Malone Select Board Chair	10 Mudge Way Bedford, MA 01730	781-913-4976	bopha.malone@gmail.com
Belchertown, MA Town Administrator	Jim Barry Former Select Board Chair	One South Main St. Belchertown, MA 01007	413-345-8372	jbarry@belchertown.org
Bolton, MA Town Administrator	Brian Boyle Select Board	663 Main St. Bolton, MA 01740	978-779-2297	bboyle@townofbolton.biz
Bourne, MA Town Administrator	Judith Froman Board of Selectmen	24 Perry Avenue Buzzards Bay, MA 02532	774-454-3951	jfroman@townofbourne.com
Boxborough, MA Town Administrator	Susan Bak BOS Chair	Town Hall 29 Middle Road Boxborough, MA 01719	978-264-1712	smbak55@gmail.com
Brewster, MA Town Administrator	Mary Chaffee Select Board	2198 Main St. Brewster, MA 02631	508-896-3701	mchaffee@brewster-ma.gov
Brookline, MA Town Administrator	Heather Hamilton Select Board	333 Washington St. Brookline, MA 02445	617-651-0776	hhamilton@brooklinema.gov
Buckland, MA Town Administrator	Barry Del Castilho Select Board	17 State St. Shelburne Falls, MA 01370	413-695-8568	bdelcastilho@town.buckland.ma.us
Carlisle, MA Town Administrator	Barney Arnold Select Board Chair	66 Westford Street Carlisle, MA 01741	978-985-1228	Barney4Carlisle@gmail.com

Client	Reference	Address	Phone #	Email Address
Coventry, RI Town Manager	Ann Dickson Town Council President	1670 Flat River Rd. Coventry, RI 02816	401-397-7540	District1@coventryri.org
Dedham, MA Town Manager	Nancy Baker Assistant Town Manager	26 Bryant St. Dedham, MA 02026	781-751-9102	nbaker@dedham-ma.gov
Dighton, MA Town Administrator	Peter Caron Board of Selectmen Chair	979 Somerset Ave. Dighton, MA 02715	508-669-6431	pcaron@dighton-ma.gov
Dover, MA Town Administrator	Robyn Hunter Board of Selectmen Chair	5 Springdale Ave. P.O. Box 250 Dover, MA 02030	617-930-2337	rhunter@doverma.gov
East Bridgewater, MA Town Administrator	David Sheedy Board of Selectmen	175 Central St. East Bridgewater, MA 02333	508-269-5231	dsheedy@eastbridgewaterma.gov
East Longmeadow, MA Town Manager	Kathleen Hill Town Council	60 Center Square East Longmeadow MA 01028	413-525-5400	Kathleen.hill@eastlongmeadow.gov
Fairhaven, MA Town Administrator	Robert Espindola Board of Selectmen	40 Center Street Fairhaven, MA 02719	774-263-1046	selectmanbobespindola@gmail.com
Foxborough, MA Town Manager	Stephanie McGowan Select Board Chair	40 South Street Foxborough, MA 02035	508-254-6930	SMcGowan@Foxboroughma.gov
Grafton, MA Town Administrator	Peter Carlson Select Board	30 Providence Road Grafton, MA 01519	508-839-5335 x1180	carlsonp@grafton-ma.gov
Great Barrington, MA Town Manager	Steve Bannon Selectboard	334 Main St. Great Barrington, MA 01230	413-528-1619 ext. 2	scbannon@gmail.com
Groveland, MA Town Administrator	Edward Watson Board of Selectmen	183 Main Street Groveland, MA 01834	879-556-7200	ewatson@grovelandma.com
Halifax, MA Town Administrator	Jonathan Selig Board of Selectmen	499 Plymouth St. Halifax, MA 02338	617-678-8964	Jonathan.Selig@halifax-ma.org
Hamilton, MA Town Manager	Shawn Farrell BOS Chair	577 Bay Road Hamilton, MA 01936	978-626-5202	sfarrell@hamiltonma.gov
Hampden, MA Town Administrator	Donald Davenport Select Board Chair	625 Main St. Hampden, MA 01036	617-901-2329	DDavenport@hampdenma.gov
Holliston, MA Town Administrator	John Cronin Select Board Chair	703 Washington St. Holliston, MA 01746	508-429-0608	croninj@holliston.k12.ma.us
Hopedale, MA Town Administrator	Brian Keyes Board of Selectmen	78 Hopedale St. Hopedale, MA 01747	508-634-2203 ext. 213	bkeyes@hopedale-ma.gov
Hopkinton, MA Town Manager	Brian Herr Select Board	18 Main St. Hopkinton, MA 01748	617-816-2364	bherr@hopkintonma.gov
Hudson, MA Executive Assistant	John Parent Select Board	79 Main Street Hudson, MA 01749	978-562-9947	john23054@aol.com
Hull, MA Town Manager	Irwin Nesoff Select Board liaison	253 Atlantic Ave. Hull, MA 02045	781-242-0036	lnesoff@town.hull.ma.us

Client	Reference	Address	Phone #	Email Address
Ipswich, MA Town Manager	William Whitmore Selectboard	25 Green St. Ipswich, MA 01938	508-566-3804	wwhitmore@ipswichma.gov
Kingston, MA Town Administrator	Jessica Kramer Select Board	26 Evergreen St. Kingston, MA 02364	781-585-0501	jkramer@kingstonma.gov
Lakeville, MA Town Administrator	Mitzi Hollenback Board of Selectmen	346 Bedford St. Lakeville, MA 02347	508-572-0264	mitzi.hollenbeck@gmail.com
Lancaster, MA Town Administrator	Jason Allison Select Board Chair	701 Main Street Lancaster, MA 01523	410-991-7143	jallison@lancasterma.net
Lanesborough, MA Town Administrator	John Goerlach Board of Selectmen	83 North Main St. P.O. Box 1492 Lanesborough, MA 01237	413-442-1167 ext. 120	selectboard.200@lanesborough-ma.gov
Leicester, MA Town Administrator	Doug Belanger Select Board	3 Washburn Sq., Leicester, MA 01524	508-726-7911	dougbelanger1950@gmail.com
Longmeadow, MA Town Manager	Marie Angelides Select Board	20 Williams St. Longmeadow, MA 01106	413-565-4110	mangelides@longmeadow.org
Lunenburg, MA Town Manager	Thomas Alonzo Select Board	17 Main St. Lunenburg, MA 01462	978-270-0386	talonzo@lunenburgma.gov
Lynnfield, MA Town Administrator	Christopher Barrett Select Board	55 Summer St. Lynnfield, MA 01940	781-334-9410	christopherjbarrett@gmail.com
Marion, MA Town Administrator	Randy Parker Select Board	2 Spring St. Marion, MA 02738	508-317-0240	rlparkerelectric@yahoo.com
Mattapoisett, MA Town Administrator	John DeCosta Jr. Board of Selectmen	16 Main St. Mattapoisett, MA 02739	508-758-4100	jdecosta@mattapoisett.net
Millbury, MA Town Manager	Kaye Peltier Search Committee	127 Elm St. Millbury, MA 01527	774-249-0918	Kaye.peltier@gmail.com
Monson, MA Town Administrator	Richard Smith Select Board	110 Main Street Monson, MA 01057	413-267-4100	rmsdc96@gmail.com
Natick, MA Town Administrator	Steve Levinsky Search Committee	Town Offices 13 E. Central St. Natick, MA 01760	508-314-1695	levinskytasc@gmail.com
Norfolk, MA Town Administrator	Scott Bragdon HR Director	One Liberty Lane Norfolk, MA 02056	508-440-2826	sbragdon@norfolk.ma.us
Norfolk County County Director	Joseph Shea County Commissioner	614 High Street Dedham, MA 02027	617-799-8813	jandjsheaquincy@gmail.com
North Attleborough, MA Town Manager	Keith Lapointe Town Council President	43 Washington St. N. Attleborough, MA 02760	508-409-9953	klapointe@nattleboro.com

Client	Reference	Address	Phone #	Email Address
Northfield, MA Town Administrator	Tracy Rogers Selectboard Chair	69 Main St. Northfield, MA 01360	413-498-2901	Trogers.northfield@gmail.com
Norwood, MA General Manager	William Plasko Select Board	566 Washington St., Norwood, MA 02062	781-603-3679	bplasko@norwoodma.gov
Oxford, MA Town Manager	Cheryll Leblanc Board of Selectmen	325 Main St. Oxford, MA 01540	508-987-6027	Cheryll.Lebanc@gmail.com
Palmer, MA Town Manager	Barbara Barry Town Council President	4417 Main St. Palmer, MA 01069	413-283-2131	Barbara.barry@comcast.net
Pembroke, MA Town Manager	Daniel Trabucco Select Board	100 Center St., Pembroke, MA 02359	617-201-5129	Dantrabucco35@gmail.com
Plymouth, MA Town Manager	David Malaguti Screening Committee	26 Court St., Plymouth, MA 02360	508-364-1933	Davidfmalaguti@gmail.com
Plympton, MA Town Administrator	Christine Joy BOS Chairman	5 Palmer Road, Plympton, MA 02367	781-585-2700	cjoy@town.plympton.ma.us
Provincetown, MA Town Manager	David Abramson Select Board	260 Commercial St. Provincetown, MA 02657	508-470-0030	dabramson@provincetown-ma.gov
Reading, MA Town Manager	Karen Herrick Select Board	16 Lowell St. Reading, MA 01867	978-988-0028 (office)	Karen.herrick@ci.reading.ma.us
Rochester, MA Town Administrator	Brad Morse Select Board Chair	1 Constitution Way Rochester, MA 02770	508-726-9555	BMorse@townofrochester.com
Rockland, MA Town Administrator	Stacy Callahan HR Director	242 Union St. Rockland, MA 02370	781-616-6836	scallahan@rockland-ma.gov
Rutland, MA Town Administrator	Thomas Galvin Select Board Chair	246 Main St. Rutland, MA 01543	508-886-4100 Ext. 2001	tgalvin@townofrutland.org
Salem, N.H. Town Manager	Michael Lyons Selectmen Chair	33 Geremonty Dr. Salem, NH 03079	603-890-2120	mikelyonsnh@me.com
Shrewsbury, MA Town Manager	Maurice DePalo Selectman	100 Maple Ave., Shrewsbury, MA 01545	508-841-8504	moedepalo@townisp.com
Southbridge, MA Town Manager	John Daniel Town Council	41 Elm Street Southbridge, MA 01550	508-723-4475	jdaniel@southbridgema.org
Southampton, MA Town Administrator	Christine Fowles Select Board Chair	210 College Highway Southampton, MA 01073	413-588-4471	cfowles@townofsouthampton.org
South Hadley, MA Town Administrator	Christopher Geraghty Select Board	116 Main Street South Hadley, MA 01075	413-297-2058	cgeraghty@southhadleyma.gov
Spencer, MA Town Administrator	Gary Woodbury Board of Selectmen	157 Main Street Spencer, MA 01562	508-885-7661	gwoodbury@spencerma.gov
Sterling, MA Town Administrator	Maureen Cranson Select Board Chair	One Park Street Sterling, MA 01564	508-847-0407	mcranson@sterling-ma.gov

Client	Reference	Address	Phone #	Email Address
Stoughton, MA Town Manager	Steve Cavey Select Board	10 Pearl Street Stoughton, MA 02072	781-686-2832	scavey@stoughton-ma.gov
Sturbridge, MA Town Administrator	Mary Dowling Board of Selectmen Chair	308 Main Street Sturbridge, MA 01566	508-347-2500	dowlingmsgb@aol.com
Sudbury, MA Town Manager	Janie Dretler Select Board	278 Old Sudbury Rd Sudbury, MA 01776	617-962-7141	dretlerj@sudbury.ma.us
Swansea, MA Town Administrator	Christopher Carreiro Board of Selectmen	81 Main St. Swansea, MA 02777	508-678-2981	ccarreiro@town.swansea.ma.us
Tewksbury, MA Town Manager	Patrick Holland Select Board	1009 Main St. Tewksbury, MA 01876	978-397-1529	PHolland@tewksbury-ma.gov
Tisbury, MA Town Administrator	Rick Homans Town Administrator Search Comm. Chair	51 Spring St. Vineyard Haven, MA 02568	813-610-0076	Rick.homans@gmail.com
Topsfield, MA Town Administrator	Lynne Bermudez Select Board	8 West Common St Topsfield, MA 01983	978-887-1500	lbermudez@topsfield-ma.gov
Truro, MA Town Manager	Kristen Reed Board of Selectmen	24 Town Hall Road Truro, MA 02666	508-349-7004	kreed@truro-ma.gov
Uxbridge, MA Town Manager	Brian Butler Board of Selectmen	21 South Main St. Uxbridge, MA 01569	508-878-6189	bbutler@uxbridge-ma.gov
Watertown, MA City Manager	Mark Sideris City Council President	149 Main Street Watertown, MA 02472	617-924-2699	msideris@watertown-ma.gov
Wayland, MA Town Administrator	Lea Anderson BOS Chair	41 Cochituate Rd Wayland, MA 01778	508-358-7701	landerson@wayland.ma.us
Wellesley, MA Executive Director	Scott Szczebak HR Director	525 Washington St. Wellesley, MA 02482	781-431-1019	sszczebak@wellesleyma.gov
Wellfleet, MA Town Administrator	Janet Reinhart Selectboard Chair	300 Main St. Wellfleet, MA 02667	508-349-0300	lifeexercises@comcast.net
Wenham, MA Town Administrator	Gary Cheeseman Select Board	138 Main Street Wenham, MA 01984	978-468-8014	gcheeseman@wenhamma.gov
West Boylston, MA Town Administrator	Kristina Pedone Select Board	140 Worcester St. West Boylston, MA 01583	774-245-1604	Kristina.pedone@gmail.com
Westminster, MA Town Administrator	Wayne Walker Board of Selectmen	11 South St. Westminster, MA 01473	978-833-3778	smw55@comcast.net
Weston, MA Town Manager	Tom Palmer Search Committee	11 Town House Rd Weston, MA 02493	781-786-5000	tom@tgpalmer.com
Westport, MA Town Administrator	Robert Daylor Search Committee	218 Main Road Westport, MA 02790	781-760-6133	Robert.Daylor@tetrattech.com
Westwood, MA Town Administrator	John Hickey Select Board	580 High St. Westwood, MA 02090	781-326-4172	john.hickey@townhall.westwood.m a.us
Whitman, MA Town Administrator	Carl Kowalski Board of Selectmen	54 South Ave. Whitman, MA 02382	781-618-9701	ckowalski@whitman-ma.gov

Client	Reference	Address	Phone #	Email Address
Wilmington, MA Town Manager	Robert Peterson TM Search Committee Chair	121 Glen Road Wilmington, MA 01887	508-843-9791	rpeterson@wilmingtonma.gov
Winchendon, MA Town Manager	Michael Barbaro BOS Chair	109 Front St., Winchendon, MA 01475	978-833-7069	MikeB@town.winchendon.ma.us
Winchester, MA Town Manager	Mark Twogood Assistant Town Manager	71 Mt. Vernon St. Winchester, MA 01890	781-721-7130	mtwogood@winchester.us
Winthrop, MA Town Manager	James Letterie Town Council President	1 Metcalf Square Winthrop, MA 02152	781-983-6879	jletterie@town.winthrop.ma.us

COMMUNITY PARADIGM ASSOCIATES, LLC

Recruiting Materials

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC



Town Manager

Reading, MA (26,000 pop.), is a well-managed community that values and preserves its history and open spaces while actively supporting smart growth and a vibrant downtown. The Town has a traditional New England center surrounded by family-oriented neighborhoods and endeavors to be a welcoming community. Located in Middlesex County, Reading is only 12 miles north of the center of Boston. The Town lies close to the intersection of Interstate 93 and Interstate 95, allowing easy access to Boston. Principally a residential community, Reading has a significant but modest level of commercial businesses, many of which are located near the highways. The MBTA has a station in Reading which links the Town to Boston's North Station and has two bus lines which connect to the Orange Line. Reading is known for its award-winning schools and outstanding Town services. It has a safe, small-town feel and offers residents many recreational and cultural opportunities, both within the community and as part of the greater Boston region.



Reading has an AAA rating and an FY24 budget of approximately \$119 million (including public education) with a strong free cash position. Reading's current goals and challenges include various sustainability projects, redevelopment of the Killam Elementary School with support of the MSBA and possibly IRA grant funding, consideration of a new or improved senior center or community center, downtown economic development, attracting and retaining employees, and financial sustainability. Additionally, Reading will be pursuing acceptance into the state's Community Preservation Act program.

To serve as its next Town Manager, Reading is seeking an experienced, highly competent, and innovative municipal manager with strong communication skills and financial acumen with a commitment to assisting the community complete major goals such as the school and senior center and who will work with the Town-owned power company on the state-mandated transition to green energy in buildings and vehicles. The current Town Manager is the third to hold this position over the past 37 years. The next Town Manager should be an approachable, communicative, and collaborative team builder. Candidates should have exceptional management skills, including budget and financial management, personnel management, and experience in successfully seeking grant opportunities. Reading is fortunate to have talented department heads who will work collaboratively to accomplish goals and to whom the Manager should be a motivator and mentor. The Town Manager needs to recognize and be empathetic to citizens' concerns and be supportive of the community's active volunteers. The next Town Manager should be a unifier, who can navigate differences of opinion and help bridge divides. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field and shall have a minimum of five years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager or the equivalent level public or private sector experience. Preferred candidates will have a proven record of leadership, and consistently treat others fairly and equitably. The next Town Manager should be innovative, have a strong work ethic, be well-versed in municipal best practices, and willing to be highly engaged in the community.

Annual salary: \$215K+/- DOQ. The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. The Town of Reading is an Equal Opportunity Employer.



Government

Reading has a Select Board-Town Manager form of government with Representative Town Meeting. The Town has eight precincts and elects 24 Town Meeting members per precinct. The [Select Board](#) are the Chief Elected Officers of the Town government and set policy and provide strategic direction in the best interest of the Town as a whole. The Board's responsibilities include adopting policies, reviewing fiscal guidelines for the annual operating budget and capital improvements program, calling Town Elections, and preparing the Warrants for Town Meetings. The Select Board appoints the Town Manager, who is responsible for the daily management of the Town, as well as the Town Accountant and Town Counsel. Residents appreciate a Town government that is communicative and transparent.

The Town has a number of elected boards, committees, and positions including: Select Board, School Committee, Board of Library Trustees, Municipal Light Board of Commissioners, and Town Moderator.

Reading has a strong sense of community and a long tradition of civic engagement and volunteerism. The Town prides itself on having many active, appointed committees that report to the Select Board or to Town Meeting. The next Town Manager must be skilled at collaboratively engaging with Reading's various elected and appointed positions, boards, committees, and residents who work together to enhance and serve the community.

Finances

Reading has benefited from skilled financial management and is in a strong fiscal condition. The Town has an [FY24 operating budget](#) of approximately \$119 million and a Standard and Poor's rating of AAA. For FY24, free cash was recently certified at \$19.5 million, equaling 16.9% of the budget. New growth in FY23 was \$0.95 million. The FY24 tax rate is \$11.73 per thousand-dollar valuation for residential properties and \$12.93 for commercial and industrial properties. The total assessed value of Reading in FY24 is \$7.49 billion. The property tax base is approximately 93% residential, about 6% commercial, and approximately 1% personal property. Approximately 74% of the Town's revenue comes from the tax levy, with 13% from state aid, and about 7% from local receipts. Reading voters approved a \$4.15 million Proposition 2½ override in 2018 to help fund school (\$2.65 million) and municipal (\$1.5 million) operating costs. Maintaining Reading's financial strength while keeping tax increases to a minimum are priorities.

The [Reading Municipal Light Department](#) is overseen by a five-member elected Board. It is a \$100 million operation with more than 70 employees. The Town Manager needs to work collaboratively with the RMLD, which is an asset for the community and serves approximately 100,000 customers in Reading and surrounding communities.

There is a desire for appropriate economic development, in harmony with the Town's vision, to help fund town services and support infrastructure needs.



Important Links:

- [Town of Reading](#)
- [FY24 Budget](#)
- [Various Town & School Budgets](#)
- [Annual Financial Statements](#)
- [Home Rule Charter](#)
- [General By-Laws](#)
- [Various By-Laws and Regulations](#)
- [Reading Master Plan 2005](#)
- [Annual Town Meeting Information](#)
- [Economic Development Action Plan](#)
- [Open Space and Recreation Plan](#)
- [Housing Production Plan 2018](#)
- [Various Town of Reading Plans](#)
- [Reading Municipal Light Department](#)

Economic and Community Development

Reading is a thriving suburban community with a vibrant downtown, strong commercial base, and easy access to and from Boston via I-93 and I-95 as well as its MBTA commuter rail station and bus lines. Reading is committed to strengthening existing businesses, attracting new businesses, and expanding the resident base needed to support a growing local economy. Reading completed its [Economic Development Action Plan](#) in December 2015. There are a number of initiatives focused within the [Eastern Gateway](#) and the Downtown Smart Growth 40R District. Reading is a considered a model community for Smart Growth zoning having adopted it 12 years ago. Reading is home to Jordan's Furniture, Home Depot, Staples, and a number of restaurants, shops, service industries, and professional offices. Medical marijuana dispensaries, in compliance with Town bylaws, are permitted in Reading, but any other commercial cultivation, production, or sale of marijuana is prohibited in accordance with the Town's 2017 ballot question vote. The tax base is heavily dependent on residential taxes and the Town is working to diversify the tax base. Reading is completing a comprehensive community outreach process to comply with the [MBTA Communities legislation](#).

Education

Reading residents consider education to be a prominent civic value. [Reading Public Schools](#), serving more than 4,000 students, has five elementary schools, two middle schools, and one high school. Reading is an active participant in Boston's METCO program. Reading is also home to Austin Preparatory School, a co-ed independent school that has an enrollment of approximately 700 students in grades 6-12. The Town Manager should understand the importance placed on public education and work collaboratively with the School Superintendent and the School Department to mitigate cost increases while maintaining education excellence.

Open Space and Recreation

Reading values its small-town feel and open spaces. The Town occupies approximately 10 square miles. Reading completed a 2022-2029 [Open Space and Recreation Plan](#). The 290-acre Reading Town Forest offers a variety of trails and conservation land for residents and visitors to explore. Additionally, Reading is a regional leader in the [Resilient Mystic Collaborative](#) research project which involves 17 cities and towns. Reading's 19-acre Maillet, Sommes & Morgan Conservation Land has been selected as one of the top six sites for possible nature-based flood control. The Town is now in the midst of implementing a Master Plan for [Birch Meadow](#) Park related to recreation, school athletics, youth and community services. The Town used some of its ARPA funds to implement the first phase of the Master Plan in 2022 and Town Meeting just approved Phase II to be implemented in 2024.

Current projects/issues

- Continue the MSBA process for the Killam Elementary School building project.
- Continue efforts to achieve compliance with MBTA Communities Zoning Regulations.
- Complete construction of Birch Meadow Phase II, and continue building out Birch Meadow Master Plan.
- Focus on initiatives to enhance employee retention and hiring.
- Complete the construction of Haven Street with a [\\$2.6 Million MassWorks Grant](#).
- Finalize Green Community status; craft plan to respond to climate resiliency issues including carbon reduction, electric vehicle charging stations, and various community sustainability projects.
- Continue Town's efforts of a [Feasibility Study](#) for a new Senior Center or Community Center.
- Support the work of the [Reading Coalition](#) and the [Director of Equity & Social Justice](#), who is based in the Public Library Department, to work with all Town departments, organizations, businesses, and residents.
- Complete the construction of a community parking lot to increase access to the Town Forest.
- Work with Town on need for additional recreational courts.
- Continue Town's efforts of an RFI for a public/private partnership at Symonds Way.





The Ideal Candidate

- Bachelor's degree (with a master's preferred), preferably in public administration, public policy, or a related field.
- A minimum of five years of full-time paid experience as a City/Town Manager or Assistant City/Town Manager or the equivalent level public or private sector experience.
- A strong communicator, both internally and externally.
- Superior skills in municipal financial management including budget experience and responsibility and experience in grant acquisition.
- An active listener with superior people skills.
- Outgoing; approachable; collaborative.
- Skilled in personnel management and superior management skills.
- Energetic; enjoys engaging with and participating in community events.
- Knowledgeable of, and able to implement, municipal best practices.
- Innovative, strategic, and proactive.
- Supports transparency in government.
- Strong leadership qualities and experience.
- Ability to coach and mentor staff.
- Team-oriented; morale builder.
- Initiates and supports diversity, equity, and inclusion initiatives.
- A unifier who can help bridge divides.
- Excellent follow-through.
- Excellent writing and presentation skills.
- Professional, courteous, and respectful.
- Superior work ethic; confident and flexible.
- Diplomatic; calm under pressure.

How To Apply

Send cover letter and résumé via email, in a single PDF, by December 15, 2023, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Reading
Town Manager**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Reading, Mass., is an Equal Opportunity Employer.





Town of
BOXBOROUGH
Massachusetts



COMMUNITY
PARADIGM
ASSOCIATES, LLC

Position Opportunity

Town Administrator

The Town of Boxborough, Mass. (pop. 5,500), is seeking an experienced, knowledgeable, and talented leader with superior team building and communication skills, strong financial acumen, and proficient personnel management skills to serve as Town Administrator. This primarily residential community is located at the crossroads of I-495 and Rte. 111. The Town has an AAA rating and stable financial operations. Boxborough is led by a five-member Select Board with Open Town Meeting and has an FY22 budget of \$27.1M. Candidates should consider themselves a “people person” who instills confidence and trust, and is skilled at building collaborative relationships with appointed/elected officials, residents, Town staff, and business owners. Strong background in municipal operations and law (with a preference for Mass. knowledge) and MCPPO certification and ICMA credentialed manager designation is preferred.

Candidates must have a Master’s degree in business, public administration or other relevant field together with a minimum of seven years of progressive experience in a responsible senior position, including five years of management experience, and/or any equivalent combination of education and experience. The successful candidate will receive an attractive compensation package including health and retirement plans. AA/EOE.

Annual salary: Up to \$180K, DOQ.

For additional information related to the position, the Town and the application process, visit www.CommunityParadigm.com or contact John Petrin, Senior Associate, Community Paradigm Associates at JPetrin@CommunityParadigm.com. Send résumé and cover letter in a single PDF via email, in confidence, by 3:00 p.m. EST, July 27, 2022, Subject: Boxborough TA, to: Apply@CommunityParadigm.com.



Town Manager

Town of Ipswich

Ipswich, MA (14,000 pop.), is seeking a dynamic and visionary leader, with strong communication skills and an ability to plan for the future, to serve as Town Manager. Ipswich is a thriving coastal community that has been very well managed in recent years and is poised for continued success. This historic and primarily residential community is located 28 miles northeast of Boston. The Town has an AAA rating and stable finances. Ipswich is led by a five-member Select Board with open Town Meeting and has an FY23 budget of \$54M. Candidates should have a bachelor's degree (master's preferred) in public administration, business management, or a related field and experience as a town manager/administrator, assistant town manager/administrator, or equivalent education and experience. Applicants should be proactive and strategic thinkers with strong skills in strategic planning, financial management, personnel management, community planning, project management, and collective bargaining. Candidates must embrace climate resiliency efforts and work to ensure a welcoming environment. Applicants should actively support transparency in government and be a team builder. Annual salary: \$180K+/- DOQ. AA/EOE.

For additional information related to the position, the Town, and the application process, visit www.CommunityParadigm.com or contact Bernard Lynch, Principal, Community Paradigm Associates at BLynch@CommunityParadigm.com. Send résumé and cover letter in a single PDF via email, in confidence, by 3 p.m. EST, July 5, 2022, Subject: Ipswich TM to: Apply@CommunityParadigm.com.

June 7, 2022

Town Manager

Town of Bedford

Bedford, MA (14,383 pop.), is seeking an experienced, knowledgeable, and talented municipal leader with exceptional communication and community engagement skills, proficient financial acumen, and superior project management and personnel management skills, to serve as Town Manager. Bedford is a beautiful community that is well-managed and well-situated for continued success. This historic and primarily residential community is located 15 miles from Boston. The Town has an AAA rating and very stable finances. Bedford is led by a five-member Select Board with open Town Meeting and has an FY23 budget of \$117M. Candidates should have an advanced degree in public administration or a related field with 5-7 years of experience as a town manager or assistant town manager preferred or relevant senior-level management experience in a municipal environment. Candidates should have exceptional listening skills, be respectful of diverse viewpoints, and be approachable and highly ethical. Candidates must be able to work collaboratively with elected and appointed boards and committees, and recognize the value citizen volunteers bring to the government process. Applicants should also have superior skills in economic and community development, procurement, and negotiating. Candidates must embrace climate resiliency efforts.

Annual salary: \$215K+/- DOQ. AA/EOE.

For additional information related to the position, the Town, and the application process, visit www.CommunityParadigm.com or contact Bernard Lynch, Principal, Community Paradigm Associates at BLynch@CommunityParadigm.com. Send résumé and cover letter in a single PDF via email, in confidence, by 3 p.m. EST, July 9, 2023, Subject: Bedford TM to: Apply@CommunityParadigm.com.

June 13, 2023

TOWN OF NEEDHAM
EXECUTIVE RECRUITING PROPOSAL
PRICING & CERTIFICATIONS

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

Respondent Information Form and Quote

Legal Name of the Business: Community Paradigm Associates, LLC

Company Name: (if different) _____

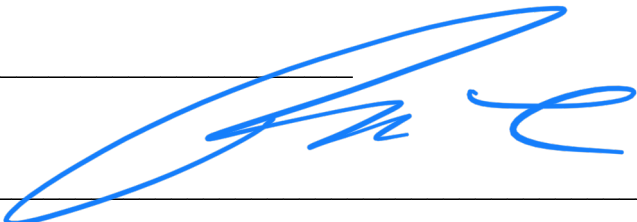
Business Address 1 Saddleback

City State Zip: Plymouth, MA 02360

Telephone: 978-621-6733 Toll Free Number: _____

State of Incorporation (Date): Massachusetts (April 16, 2014)

Total Quote Price: \$ 13,800

Signature of individual submitting the quote:  _____

Individual Full Name: Bernard Lynch

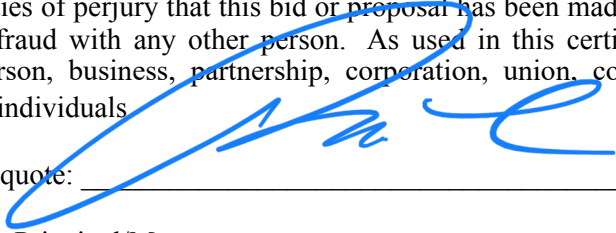
Name of Business: Community Paradigm Associates, LLC

Date: November 27, 2024

Certificate of Good Faith and Tax Compliance

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting the quote:  _____

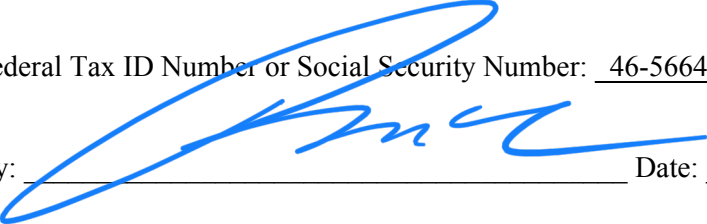
Individual Full Name: Bernard Lynch, Principal/Manager

Name of Business: Community Paradigm Associates, LLC

Date: November 27, 2024

Pursuant to M.G.L. c.62C, §49A, the undersigned acting on behalf of the Contractor* certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.**

Federal Tax ID Number or Social Security Number: 46-5664819

By:  _____ Date: November 27, 2024

Title: Bernard Lynch, Principal/Manager

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

** The provision in this Certification relating to child support applies only when the Contractor is an individual

Tentative
NEEDHAM SCHEDULE

- 12/17 Meet with Select Board to review process
- 12/18- 1/10 Develop Position Statement
- 1/21 Select Board Review of Position Statement, possible meeting with Screening Committee.
- 1/22 Formal Recruitment Begins
- 2/14 Deadline for Submission of Resumes
- Week of 2/17 Screening Committee Review of Resumes
- Week of 2/24 Screening Committee Interviews and selection of Finalists
- 2/25-3/17 Background Reviews
- 3/18 Referral of Finalists
- 3/25 Select Board Interview Process
- 4/1 Select Board Selection



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

MEETING DATE: 12/17/2024

Agenda Item	Public Hearing: Eversource Grant of Location – Grant Street
Presenter(s)	Peter Bowman, Eversource Energy Joanne Callender, Eversource Energy Jason Kaminsky, Eversource Energy Peter Bowman, Eversource Energy

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 1,546 feet of conduit and 3 new manholes in Grant Street and approximately 90 feet of conduit in School Street. The reason for this work is to support the power requirements for the MWRA tunnel project. 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 1,546 feet of conduit and 3 new manholes in Grant Street and approximately 90 feet of conduit in School Street.	
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

TO: Myles Tucker, Select Board Office

FROM: DPW Office

DATE:

RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

PRELIMINARY PLAN
DATE OF FIELD REVIEW:

REVIEWER:

SITE LOCATION: GRANT ST. JUNCTION ST. TO SCHOOL ST.

UTILITY REQUESTING:

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only

Peer Review _____

B Work Within Paved Road Perpendicular Crossing

Peer Review _____

☒ C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway CONDUIT RUN

Peer Review _____

Div. Head Review tar _____

D Other

Peer Review _____

Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☒ Old Pole Removed N/A

☒ Diameter of Conduit 9-6" CONDUITS (BOX)

☒ Cables Transferred to New Pole N/A

☒ Depth of Conduit VARIOUS > 3'

☒ New Riser on Pole N/A

☒ Utility Conflicts YES

☐ Visible Trench Patch across Road/Sidewalk

☒ Crossing Perpendicular to Road MOSTLY PARALLEL

☐ Abutters List Complete

☒ Public Road

☐ Photos Included

☒ Double Pole N/A

Department Head _____

COMMENTS:

MULTIPLE UTILITY CROSSINGS AND POSSIBLE LOCATION CONFLICTS
WITH THIS CONDUIT RUN. FURTHER DISCUSSION WITH
EVERSOURCE IS REQUIRED.

The application is complete pending a public hearing. It is expected that prior to installation, Eversource will conduct test pit in the presence of DPW to confirm utilities and adjust the route as needed



180 Calvary Street
Waltham, Ma 02453

August 14, 2024

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Grant Street
Needham, MA
W.O.# 12815651

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 1546 feet of conduit and 3 new manholes in Grant Street and approximately 90 feet of conduit in School Street.

The reason for this work is to support the power requirements for the MWRA tunnel project.

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

**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 October 31, 2023,** and filed herewith, under the following public way or ways of said Town:

Grant Street -	Northerly on Grant Street, approximately 235 feet north of Junction Street, install approximately 1636 feet of conduit and three new manholes; MH32153, MH32154, MH32155.
School Street -	Easterly on School Street, at the intersection of School Street and Grant Street, install approximately 90 feet of conduit.

W.O.# 12815651

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

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

Dated this 14th day of August 2024

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2024

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES

Town of NEEDHAM

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

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

Grant Street - Northerly on Grant Street, approximately 235 feet north of Junction Street, install approximately 1546 feet of conduit and three new manholes; MH32153, MH32154, MH32155.

School Street - Easterly on School Street, at the intersection of School Street and Grant Street, install approximately 90 feet of conduit.

W.O.# 12815651

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 October 31, 2023** 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 appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2024 at _____ in said Town.

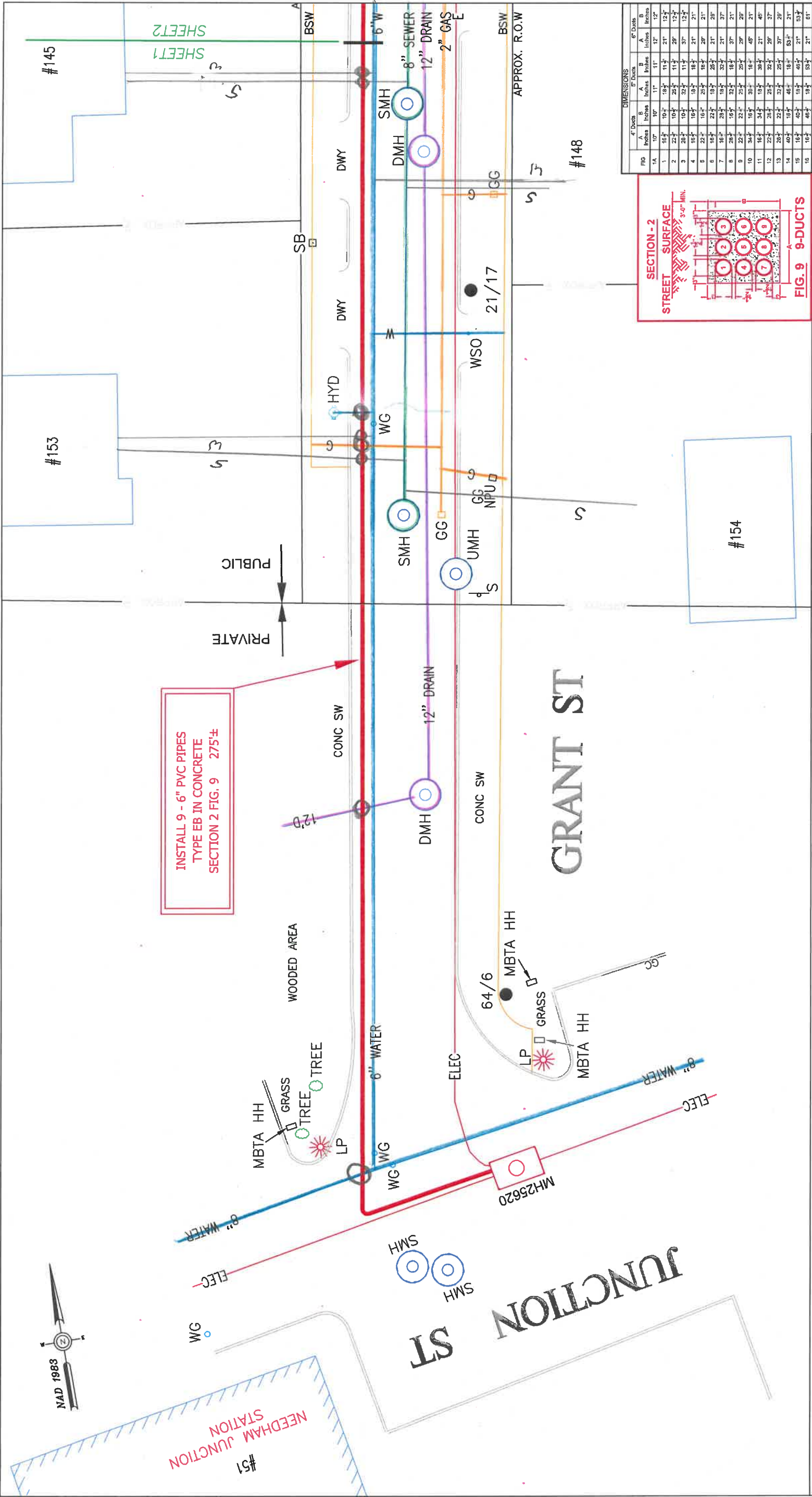
1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

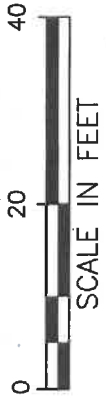
I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2024 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing 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

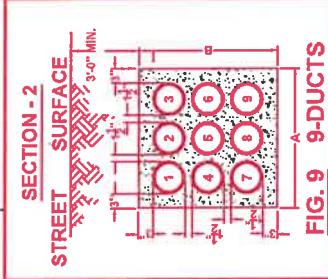


NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE RECORDED TO THEIR NEAREST FEET. THE LOCATION OF UTILITIES ARE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.

NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES.

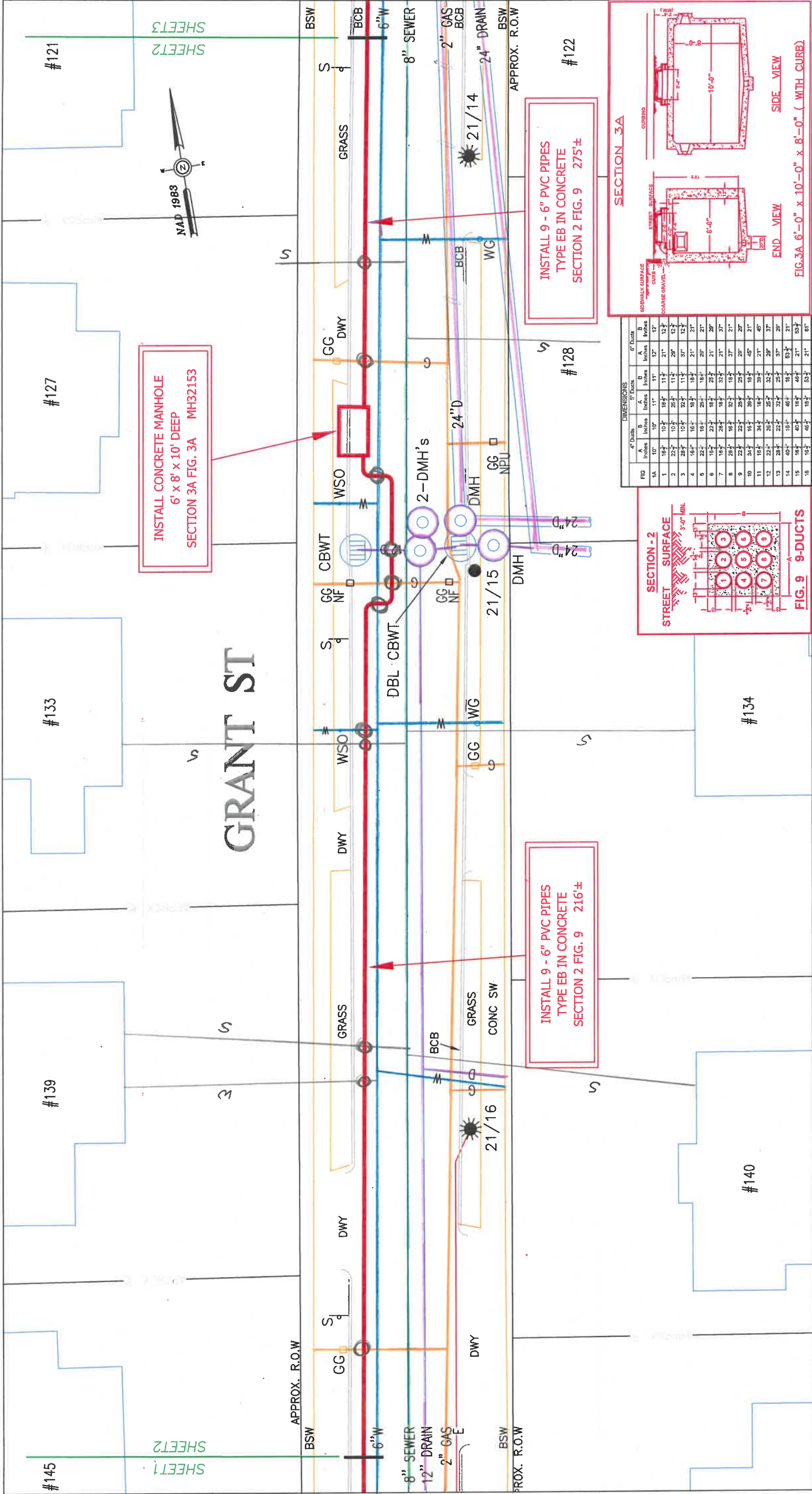


DIMENSIONS				9-DUCTS			
4" Ducts		6" Ducts		8" Ducts		10" Ducts	
FIG	A	B	C	A	B	C	A
1A	10"	10"	11"	11"	11"	12"	12"
1	15"	10"	18"	11"	11"	21"	12"
2	22"	10"	25"	11"	11"	28"	12"
3	28"	10"	32"	11"	11"	37"	12"
4	15"	10"	18"	11"	11"	21"	12"
5	22"	10"	25"	11"	11"	28"	12"
6	15"	10"	18"	11"	11"	21"	12"
7	15"	10"	18"	11"	11"	21"	12"
8	22"	10"	25"	11"	11"	28"	12"
9	22"	10"	25"	11"	11"	28"	12"
10	34"	10"	39"	11"	11"	45"	12"
11	16"	10"	18"	11"	11"	21"	12"
12	22"	10"	25"	11"	11"	28"	12"
13	28"	10"	32"	11"	11"	37"	12"
14	40"	10"	46"	11"	11"	53"	12"
15	16"	10"	18"	11"	11"	21"	12"
16	10"	10"	11"	11"	11"	12"	12"

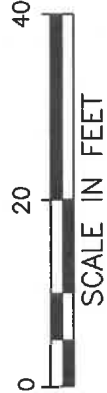


C# 294-23		Ward #		Work Order # 12815651		Surveyed by: GR/LM		Research by: GR		Plotted by: LM		Proposed Structures: LM		Approved: K RICE		P#	
1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125		Plan of GRANT ST		NEEDHAM		Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION								Scale 1"=20'		Date OCTOBER 31, 2023	
SHEET		1 of 6															

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



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES ARE SHOWN FOR INFORMATION ONLY. THE USER MUST MAKE SERVICE USE IF NO RECORDS WERE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT SHOWN WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.



SCALE IN FEET

NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES.

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AGENTS OR CONTRACTORS SHALL BE LIABLE FOR ANY DAMAGES, LOSSES OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.
THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES. THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

C# 294-23
Ward #
Work Order # 12815551
Surveyed by: GR/LM
Research by: GR
Plotted by: LM
Proposed Structures: LM
Approved: K RICE
P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GRANT ST
NEEDHAM

Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION

Scale 1"=20'
Date OCTOBER 31, 2023
SHEET 2 of 6

FIG	4" Ducts			5" Ducts			6" Ducts		
	A	B	C	A	B	C	A	B	C
1A	10"	10"	11"	10"	10"	11"	10"	10"	11"
1	18 1/2"	18 1/2"	11 1/2"	18 1/2"	18 1/2"	11 1/2"	21"	12"	12"
2	22 1/2"	10 1/2"	25 1/2"	22 1/2"	10 1/2"	25 1/2"	21"	30"	12 1/2"
3	25 1/2"	10 1/2"	32 1/2"	25 1/2"	10 1/2"	32 1/2"	21"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	16 1/2"	16 1/2"	18 1/2"	21"	21"	21"
5	22 1/2"	18 1/2"	25 1/2"	22 1/2"	18 1/2"	25 1/2"	21"	29"	21"
6	16 1/2"	22 1/2"	18 1/2"	16 1/2"	22 1/2"	18 1/2"	21"	37"	21"
7	18 1/2"	28 1/2"	18 1/2"	18 1/2"	28 1/2"	18 1/2"	37"	29"	29"
8	22 1/2"	22 1/2"	25 1/2"	22 1/2"	22 1/2"	25 1/2"	21"	45"	21"
9	34 1/2"	16 1/2"	38 1/2"	34 1/2"	16 1/2"	38 1/2"	21"	37"	39"
10	34 1/2"	16 1/2"	38 1/2"	34 1/2"	16 1/2"	38 1/2"	21"	45"	37"
11	18 1/2"	34 1/2"	18 1/2"	18 1/2"	34 1/2"	18 1/2"	21"	37"	39"
12	22 1/2"	25 1/2"	32 1/2"	22 1/2"	25 1/2"	32 1/2"	21"	53 1/2"	21"
13	28 1/2"	22 1/2"	32 1/2"	28 1/2"	22 1/2"	32 1/2"	21"	53 1/2"	21"
14	40 1/2"	16 1/2"	46 1/2"	40 1/2"	16 1/2"	46 1/2"	21"	61"	21"
15	16 1/2"	40 1/2"	18 1/2"	16 1/2"	40 1/2"	18 1/2"	21"	61"	21"
16	16 1/2"	16 1/2"	46 1/2"	16 1/2"	16 1/2"	46 1/2"	21"	61"	21"

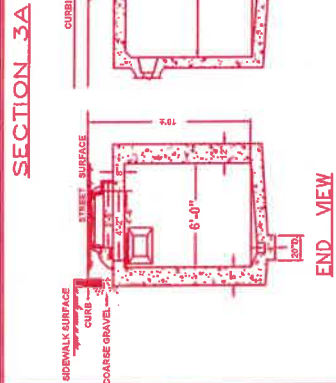
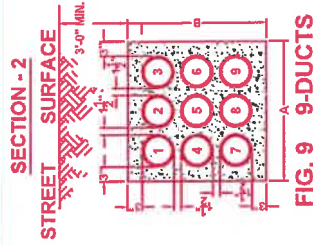
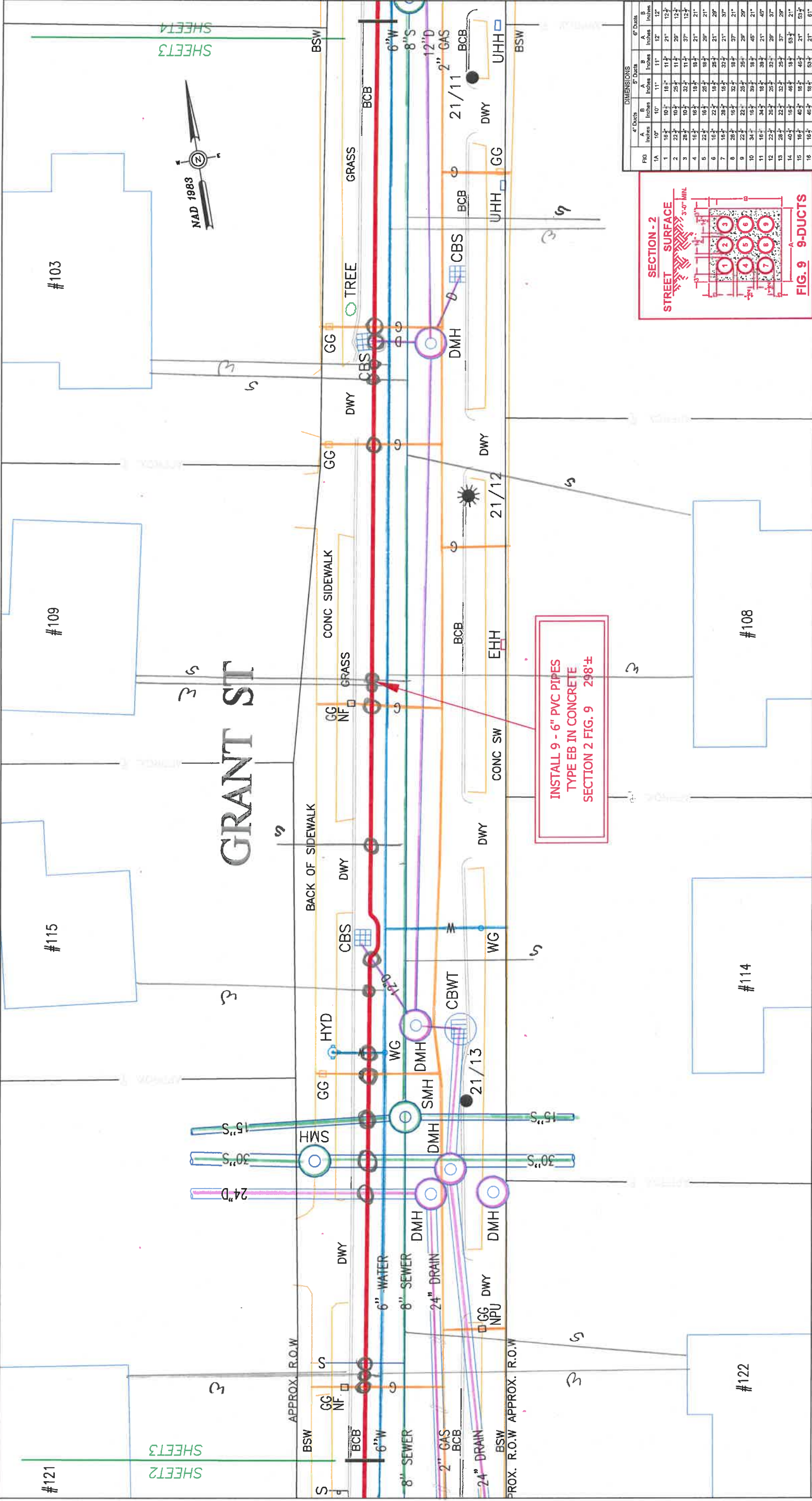


FIG. 3A 6'-0" x 10'-0" x 8'-0" (WITH CURB)

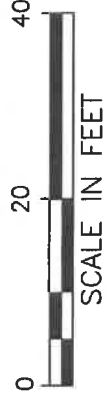
INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9 275'±

INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9 216'±

INSTALL CONCRETE MANHOLE
6' x 8' x 10' DEEP
SECTION 3A FIG. 3A MH32153



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES ARE SHOWN FOR INFORMATION ONLY. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF UTILITIES AND SERVICES PRIOR TO ANY CONSTRUCTION. ANY UNDERGROUND STRUCTURES NOT SHOWN WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.



NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES.

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MASS. LAW

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

Ch # 294-23

Ward #

Work Order # 12815651

Surveyed by: GR/LM

Research by: GR

Plotted by: LM

Proposed Structures: LM

Approved: K RICE

P#

NSTAR EVERSOURCE
Electric
d/b/a
1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GRANT ST

NEEDHAM

Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION

Scale 1"=20'

Date OCTOBER 31, 2023

SHEET 3 of 6

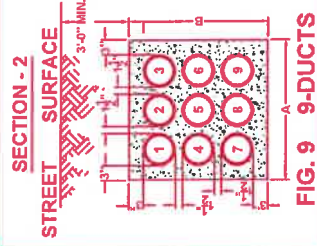
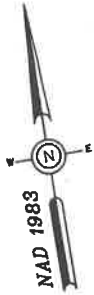


FIG	4" Ducts			6" Ducts		
	A	B	C	A	B	C
1A	10"	10"	11"	12"	12"	12"
1	18"	10"	18"	11"	21"	12"
2	22"	10"	25"	11"	20"	12"
3	28"	10"	32"	11"	27"	12"
4	16"	16"	18"	18"	21"	21"
5	22"	16"	25"	18"	20"	21"
6	16"	22"	18"	25"	21"	29"
7	16"	28"	18"	32"	21"	37"
8	22"	16"	32"	25"	28"	29"
9	22"	22"	25"	25"	28"	29"
10	34"	16"	39"	18"	45"	21"
11	16"	34"	18"	38"	21"	45"
12	22"	22"	25"	32"	20"	37"
13	28"	22"	32"	25"	37"	29"
14	40"	16"	46"	18"	53"	21"
15	16"	40"	18"	46"	21"	53"
16	16"	46"	18"	53"	21"	51"



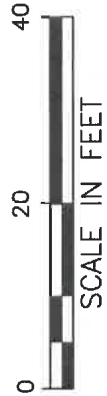
SHEET3
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GRANT ST

KINBALL ST

INSTALL CONCRETE MANHOLE
6' x 8' x 10' DEEP
SECTION 3A FIG. 3A MH32154

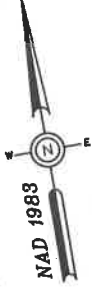
INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9 288'±



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM
PLANS AND RECORDS AND ARE APPROXIMATE ONLY. THE
LOCATED BY FIELD SURVEY ARE TIED IN TO THEIR NEAREST
MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO
CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE
REQUESTED, YET UNAVAILABLE AT THE PRESENT TIME.

NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN
18" OF CLEARANCE BY GOING EITHER OVER
OR UNDER ANY UTILITIES IT CROSSES.

FIG.	4" Ducts		6" Ducts		8" Ducts	
	A	B	A	B	A	B
1A	10"	10"	11"	11"	12"	12"
2	10 1/2"	10 1/2"	11 1/2"	11 1/2"	12 1/2"	12 1/2"
3	10 3/4"	10 3/4"	11 3/4"	11 3/4"	12 3/4"	12 3/4"
4	10 5/8"	10 5/8"	11 5/8"	11 5/8"	12 5/8"	12 5/8"
5	10 7/8"	10 7/8"	11 7/8"	11 7/8"	12 7/8"	12 7/8"
6	11"	11"	12"	12"	13"	13"
7	11 1/8"	11 1/8"	12 1/8"	12 1/8"	13 1/8"	13 1/8"
8	11 1/4"	11 1/4"	12 1/4"	12 1/4"	13 1/4"	13 1/4"
9	11 1/2"	11 1/2"	12 1/2"	12 1/2"	13 1/2"	13 1/2"
10	11 3/4"	11 3/4"	12 3/4"	12 3/4"	13 3/4"	13 3/4"
11	11 7/8"	11 7/8"	12 7/8"	12 7/8"	13 7/8"	13 7/8"
12	12"	12"	13"	13"	14"	14"
13	12 1/8"	12 1/8"	13 1/8"	13 1/8"	14 1/8"	14 1/8"
14	12 1/4"	12 1/4"	13 1/4"	13 1/4"	14 1/4"	14 1/4"
15	12 1/2"	12 1/2"	13 1/2"	13 1/2"	14 1/2"	14 1/2"
16	12 3/4"	12 3/4"	13 3/4"	13 3/4"	14 3/4"	14 3/4"
17	12 7/8"	12 7/8"	13 7/8"	13 7/8"	14 7/8"	14 7/8"
18	13"	13"	14"	14"	15"	15"
19	13 1/8"	13 1/8"	14 1/8"	14 1/8"	15 1/8"	15 1/8"
20	13 1/4"	13 1/4"	14 1/4"	14 1/4"	15 1/4"	15 1/4"
21	13 1/2"	13 1/2"	14 1/2"	14 1/2"	15 1/2"	15 1/2"
22	13 3/4"	13 3/4"	14 3/4"	14 3/4"	15 3/4"	15 3/4"
23	13 7/8"	13 7/8"	14 7/8"	14 7/8"	15 7/8"	15 7/8"
24	14"	14"	15"	15"	16"	16"
25	14 1/8"	14 1/8"	15 1/8"	15 1/8"	16 1/8"	16 1/8"
26	14 1/4"	14 1/4"	15 1/4"	15 1/4"	16 1/4"	16 1/4"
27	14 1/2"	14 1/2"	15 1/2"	15 1/2"	16 1/2"	16 1/2"
28	14 3/4"	14 3/4"	15 3/4"	15 3/4"	16 3/4"	16 3/4"
29	14 7/8"	14 7/8"	15 7/8"	15 7/8"	16 7/8"	16 7/8"
30	15"	15"	16"	16"	17"	17"
31	15 1/8"	15 1/8"	16 1/8"	16 1/8"	17 1/8"	17 1/8"
32	15 1/4"	15 1/4"	16 1/4"	16 1/4"	17 1/4"	17 1/4"
33	15 1/2"	15 1/2"	16 1/2"	16 1/2"	17 1/2"	17 1/2"
34	15 3/4"	15 3/4"	16 3/4"	16 3/4"	17 3/4"	17 3/4"
35	15 7/8"	15 7/8"	16 7/8"	16 7/8"	17 7/8"	17 7/8"
36	16"	16"	17"	17"	18"	18"
37	16 1/8"	16 1/8"	17 1/8"	17 1/8"	18 1/8"	18 1/8"
38	16 1/4"	16 1/4"	17 1/4"	17 1/4"	18 1/4"	18 1/4"
39	16 1/2"	16 1/2"	17 1/2"	17 1/2"	18 1/2"	18 1/2"
40	16 3/4"	16 3/4"	17 3/4"	17 3/4"	18 3/4"	18 3/4"
41	16 7/8"	16 7/8"	17 7/8"	17 7/8"	18 7/8"	18 7/8"
42	17"	17"	18"	18"	19"	19"
43	17 1/8"	17 1/8"	18 1/8"	18 1/8"	19 1/8"	19 1/8"
44	17 1/4"	17 1/4"	18 1/4"	18 1/4"	19 1/4"	19 1/4"
45	17 1/2"	17 1/2"	18 1/2"	18 1/2"	19 1/2"	19 1/2"
46	17 3/4"	17 3/4"	18 3/4"	18 3/4"	19 3/4"	19 3/4"
47	17 7/8"	17 7/8"	18 7/8"	18 7/8"	19 7/8"	19 7/8"
48	18"	18"	19"	19"	20"	20"
49	18 1/8"	18 1/8"	19 1/8"	19 1/8"	20 1/8"	20 1/8"
50	18 1/4"	18 1/4"	19 1/4"	19 1/4"	20 1/4"	20 1/4"
51	18 1/2"	18 1/2"	19 1/2"	19 1/2"	20 1/2"	20 1/2"
52	18 3/4"	18 3/4"	19 3/4"	19 3/4"	20 3/4"	20 3/4"
53	18 7/8"	18 7/8"	19 7/8"	19 7/8"	20 7/8"	20 7/8"
54	19"	19"	20"	20"	21"	21"
55	19 1/8"	19 1/8"	20 1/8"	20 1/8"	21 1/8"	21 1/8"
56	19 1/4"	19 1/4"	20 1/4"	20 1/4"	21 1/4"	21 1/4"
57	19 1/2"	19 1/2"	20 1/2"	20 1/2"	21 1/2"	21 1/2"
58	19 3/4"	19 3/4"	20 3/4"	20 3/4"	21 3/4"	21 3/4"
59	19 7/8"	19 7/8"	20 7/8"	20 7/8"	21 7/8"	21 7/8"
60	20"	20"	21"	21"	22"	22"
61	20 1/8"	20 1/8"	21 1/8"	21 1/8"	22 1/8"	22 1/8"
62	20 1/4"	20 1/4"	21 1/4"	21 1/4"	22 1/4"	22 1/4"
63	20 1/2"	20 1/2"	21 1/2"	21 1/2"	22 1/2"	22 1/2"
64	20 3/4"	20 3/4"	21 3/4"	21 3/4"	22 3/4"	22 3/4"
65	20 7/8"	20 7/8"	21 7/8"	21 7/8"	22 7/8"	22 7/8"
66	21"	21"	22"	22"	23"	23"
67	21 1/8"	21 1/8"	22 1/8"	22 1/8"	23 1/8"	23 1/8"
68	21 1/4"	21 1/4"	22 1/4"	22 1/4"	23 1/4"	23 1/4"
69	21 1/2"	21 1/2"	22 1/2"	22 1/2"	23 1/2"	23 1/2"
70	21 3/4"	21 3/4"	22 3/4"	22 3/4"	23 3/4"	23 3/4"
71	21 7/8"	21 7/8"	22 7/8"	22 7/8"	23 7/8"	23 7/8"
72	22"	22"	23"	23"	24"	24"
73	22 1/8"	22 1/8"	23 1/8"	23 1/8"	24 1/8"	24 1/8"
74	22 1/4"	22 1/4"	23 1/4"	23 1/4"	24 1/4"	24 1/4"
75	22 1/2"	22 1/2"	23 1/2"	23 1/2"	24 1/2"	24 1/2"
76	22 3/4"	22 3/4"	23 3/4"	23 3/4"	24 3/4"	24 3/4"
77	22 7/8"	22 7/8"	23 7/8"	23 7/8"	24 7/8"	24 7/8"
78	23"	23"	24"	24"	25"	25"
79	23 1/8"	23 1/8"	24 1/8"	24 1/8"	25 1/8"	25 1/8"
80	23 1/4"	23 1/4"	24 1/4"	24 1/4"	25 1/4"	25 1/4"
81	23 1/2"	23 1/2"	24 1/2"	24 1/2"	25 1/2"	25 1/2"
82	23 3/4"	23 3/4"	24 3/4"	24 3/4"	25 3/4"	25 3/4"
83	23 7/8"	23 7/8"	24 7/8"	24 7/8"	25 7/8"	25 7/8"
84	24"	24"	25"	25"	26"	26"
85	24 1/8"	24 1/8"	25 1/8"	25 1/8"	26 1/8"	26 1/8"
86	24 1/4"	24 1/4"	25 1/4"	25 1/4"	26 1/4"	26 1/4"
87	24 1/2"	24 1/2"	25 1/2"	25 1/2"	26 1/2"	26 1/2"
88	24 3/4"	24 3/4"	25 3/4"	25 3/4"	26 3/4"	26 3/4"
89	24 7/8"	24 7/8"	25 7/8"	25 7/8"	26 7/8"	26 7/8"
90	25"	25"	26"	26"	27"	27"
91	25 1/8"	25 1/8"	26 1/8"	26 1/8"	27 1/8"	27 1/8"
92	25 1/4"	25 1/4"	26 1/4"	26 1/4"	27 1/4"	27 1/4"
93	25 1/2"	25 1/2"	26 1/2"	26 1/2"	27 1/2"	27 1/2"
94	25 3/4"	25 3/4"	26 3/4"	26 3/4"	27 3/4"	27 3/4"
95	25 7/8"	25 7/8"	26 7/8"	26 7/8"	27 7/8"	27 7/8"
96	26"	26"	27"	27"	28"	28"
97	26 1/8"	26 1/8"	27 1/8"	27 1/8"	28 1/8"	28 1/8"
98	26 1/4"	26 1/4"	27 1/4"	27 1/4"	28 1/4"	28 1/4"
99	26 1/2"	26 1/2"	27 1/2"	27 1/2"	28 1/2"	28 1/2"
100	26 3/4"	26 3/4"	27 3/4"	27 3/4"	28 3/4"	28 3/4"
101	26 7/8"	26 7/8"	27 7/8"	27 7/8"	28 7/8"	28 7/8"
102	27"	27"	28"	28"	29"	29"
103	27 1/8"	27 1/8"	28 1/8"	28 1/8"	29 1/8"	29 1/8"
104	27 1/4"	27 1/4"	28 1/4"	28 1/4"	29 1/4"	29 1/4"
105	27 1/2"	27 1/2"	28 1/2"	28 1/2"	29 1/2"	29 1/2"
106	27 3/4"	27 3/4"	28 3/4"	28 3/4"	29 3/4"	29 3/4"
107	27 7/8"	27 7/8"	28 7/8"	28 7/8"	29 7/8"	29 7/8"
108	28"	28"	29"	29"	30"	30"
109	28 1/8"	28 1/8"	29 1/8"	29 1/8"	30 1/8"	30 1/8"
110	28 1/4"	28 1/4"	29 1/4"	29 1/4"	30 1/4"	30 1/4"
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113	28 7/8"	28 7/8"	29 7/8"	29 7/8"	30 7/8"	30 7/8"
114	29"	29"	30"	30"	31"	31"
115	29 1/8"	29 1/8"	30 1/8"	30 1/8"	31 1/8"	31 1/8"
116	29 1/4"	29 1/4"	30 1/4"	30 1/4"	31 1/4"	31 1/4"
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118	29 3/4"	29 3/4"	30 3/4"	30 3/4"	31 3/4"	31 3/4"
119	29 7/8"	29 7/8"	30 7/8"	30 7/8"	31 7/8"	31 7/8"
120	30"	30"	31"	31"	32"	32"
121	30 1/8"	30 1/8"	31 1/8"	31 1/8"	32 1/8"	32 1/8"
122	30 1/4"	30 1/4"	31 1/4"	31 1/4"	32 1/4"	32 1/4"
123	30 1/2"	30 1/2"	31 1/2"	31 1/2"	32 1/2"	32 1/2"
124	30 3/4"	30 3/4"	31 3/4"	31 3/4"	32 3/4"	32 3/4"
125	30 7/8"	30 7/8"	31 7/8"	31 7/8"	32 7/8"	32 7/8"
126	31"	31"	32"	32"	33"	33"
127	31 1/8"	31 1/8"	32 1/8"	32 1/8"	33 1/8"	33 1/8"
128	31 1/4"	31 1/4"	32 1/4"	32 1/4"	33 1/4"	33 1/4"
129	31 1/2"	31 1/2"	32 1/2"	32 1/2"	33 1/2"	33 1/2"
130	31 3/4"	31 3/4"	32 3/4"	32 3/4"	33 3/4"	33 3/4"
131	31 7/8"	31 7/8"	32 7/8"	32 7/8"	33 7/8"	33 7/8"
132	32"	32"	33"	33"	34"	34"
133	32 1/8"	32 1/8"	33 1/8"	33 1/8"	34 1/8"	34 1/8"
134	32 1/4"	32 1/4"	33 1/4"	33 1/4"	34 1/4"	34 1/4"
135	32 1/2"	32 1/2"	33 1/2"	33 1/2"	34 1/2"	34 1/2"
136	32 3/4"	32 3/4"	33 3/4"	33 3/4"	34 3/4"	34 3/4"
137	32 7/8"	32 7/8"	33 7/8"	33 7/8"	34 7/8"	34 7/8"
138	33"	33"	34"	34"	35"	35"
139	33 1/8"	33 1/8"	34 1/8"	34 1/8"	35 1/8"	35 1/8"
140	33 1/4"	33 1/4"	34 1/4"	34 1/4"	35 1/4"	35 1/4"
141	33 1/2"	33 1/2"	34 1/2"	34 1/2"	35 1/2"	35 1/2"
142	33 3/4"	33 3/4"	34 3/4"	34 3/4"	35 3/4"	35 3/4"
143	33 7/8"	33 7/8"	34 7/8"	34 7/8"	35 7/8"	35 7/8"
144	34"	34"	35"	35"	36"	36"
145	34 1/8"	34 1/8"	35 1/8"	35 1/8"	36 1/8"	36 1/8"
146	34 1/4"	34 1/4"	35 1/4"	35 1/4"	36 1/4"	36 1/4"
147	34 1/2"	34 1/2"	35 1/2"	35 1/2"	36 1/2"	36 1/2"
148	34 3/4"	34 3/4"	35 3/4"	35 3/4"	36 3/4"	36 3/4"
149	34 7/8"	34 7/8"	35 7/8"	35 7/8"	36 7/8"	36 7/8"
150	35"	35"	36"	36"	37"	37"
151	35 1/8"	35 1/8"	36 1/8"	36 1/8"	37 1/8"	37 1/8"
152	35 1/4"	35 1/4"	36 1/4"	36 1/4"	37 1/4"	37 1/4"
153	35 1/2"	35 1/2"	36 1/2"	36 1/2"	37 1/2"	37 1/2"
154	35 3/4"	35 3/4"	36 3/4"	36 3/4"	37 3/4"	37 3/4"
155	35 7/8"	35 7/8"	36 7/8"	36 7/8"	37 7/8"	37 7/8"
156	36"	36"	37"	37"	38"	38"
157	36 1/8"	36 1/8"	37 1/8"	37 1/8"	38 1/8"	38 1/8"
158	36 1/4"	36 1/4"	37 1/4"	37 1/4"	38 1/4"	38 1/4"
159	36 1/2"	36 1/2"				



SHEETS
SHEET 6

INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9 276'±

3

3

3

3

CONC SW

3

3

3

21/5

3

3

3

8" SEWER

3

3

3

2" GAS

3

3

3

CONC SW

3

3

3

21/4

3

3

3

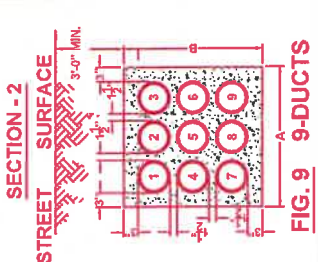
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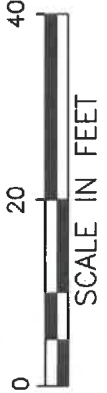
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FIG	DIMENSIONS				6" DUCTS			
	1A	1B	1C	1D	1E	1F	1G	1H
1	10"	10"	10"	10"	10"	10"	10"	10"
2	10"	10"	10"	10"	10"	10"	10"	10"
3	10"	10"	10"	10"	10"	10"	10"	10"
4	10"	10"	10"	10"	10"	10"	10"	10"
5	10"	10"	10"	10"	10"	10"	10"	10"
6	10"	10"	10"	10"	10"	10"	10"	10"
7	10"	10"	10"	10"	10"	10"	10"	10"
8	10"	10"	10"	10"	10"	10"	10"	10"
9	10"	10"	10"	10"	10"	10"	10"	10"
10	10"	10"	10"	10"	10"	10"	10"	10"
11	10"	10"	10"	10"	10"	10"	10"	10"
12	10"	10"	10"	10"	10"	10"	10"	10"
13	10"	10"	10"	10"	10"	10"	10"	10"
14	10"	10"	10"	10"	10"	10"	10"	10"
15	10"	10"	10"	10"	10"	10"	10"	10"
16	10"	10"	10"	10"	10"	10"	10"	10"



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM
PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN
CONSTRUCTION, FIELD SURVEYING SHALL BE USED TO
LOCATE ALL STRUCTURES. LOCATIONS OF STRUCTURES
LOCATED BY FIELD SURVEY ARE TO BE SHOWN TO THE
MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO
CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE
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NSTAR EVERSOURCE
ELECTRIC
d/b/a

C# 294-23
Ward #
Work Order # 12815651
Surveyed by: GR/LM
Research by: GR
Plotted by: LM
Proposed Structures: LM
Approved: K RICE
P#
Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION
Scale 1"=20'
SHEET 6 of 6
Date OCTOBER 31, 2023

Plan of GRANT ST

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

NEEDHAM

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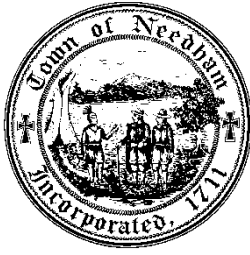
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NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:15 p.m. on Tuesday, December 17, 2024 in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated August 14, 2024 to install approximately one thousand five hundred forty six feet of conduit and three new manholes in Grant Street and approximately ninety feet of conduit in School Street. The reason for this work is to support the power requirements for the MWRA tunnel project.

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

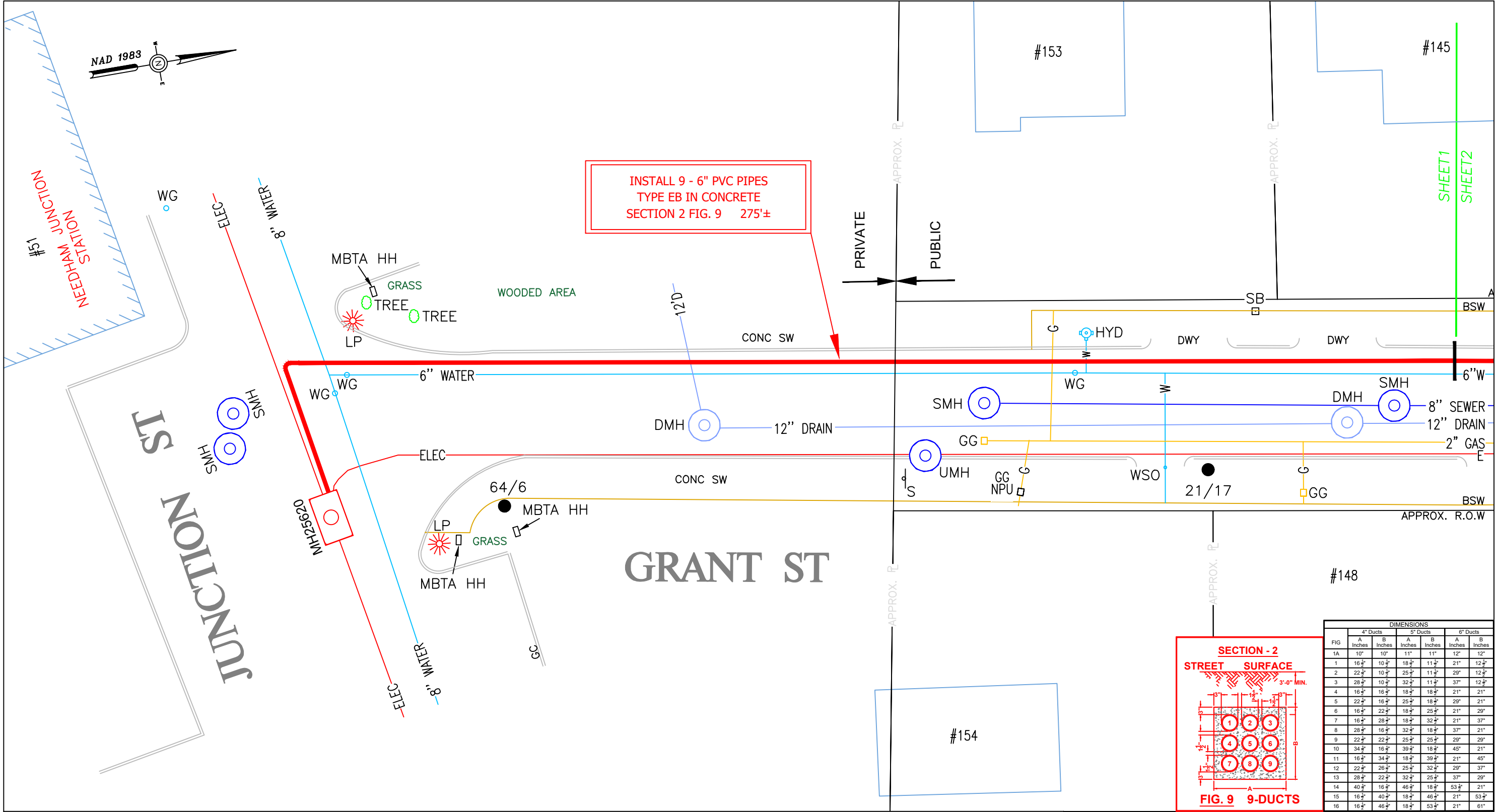
You are invited to a Zoom webinar:

<https://us02web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVMXZjFNbWJXRjJoQT09>

Passcode: 652800

Webinar ID: 826 0101 3229

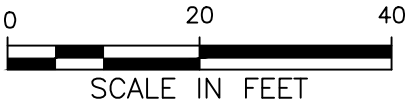
Dated: December 10, 2024



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MASS. LAW

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C# 294-23

Ward #

Work Order # 12815651

Surveyed by: GR/LM

Research by: GR

Plotted by: LM

Proposed Structures: LM

Approved: K RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GRANT ST

NEEDHAM

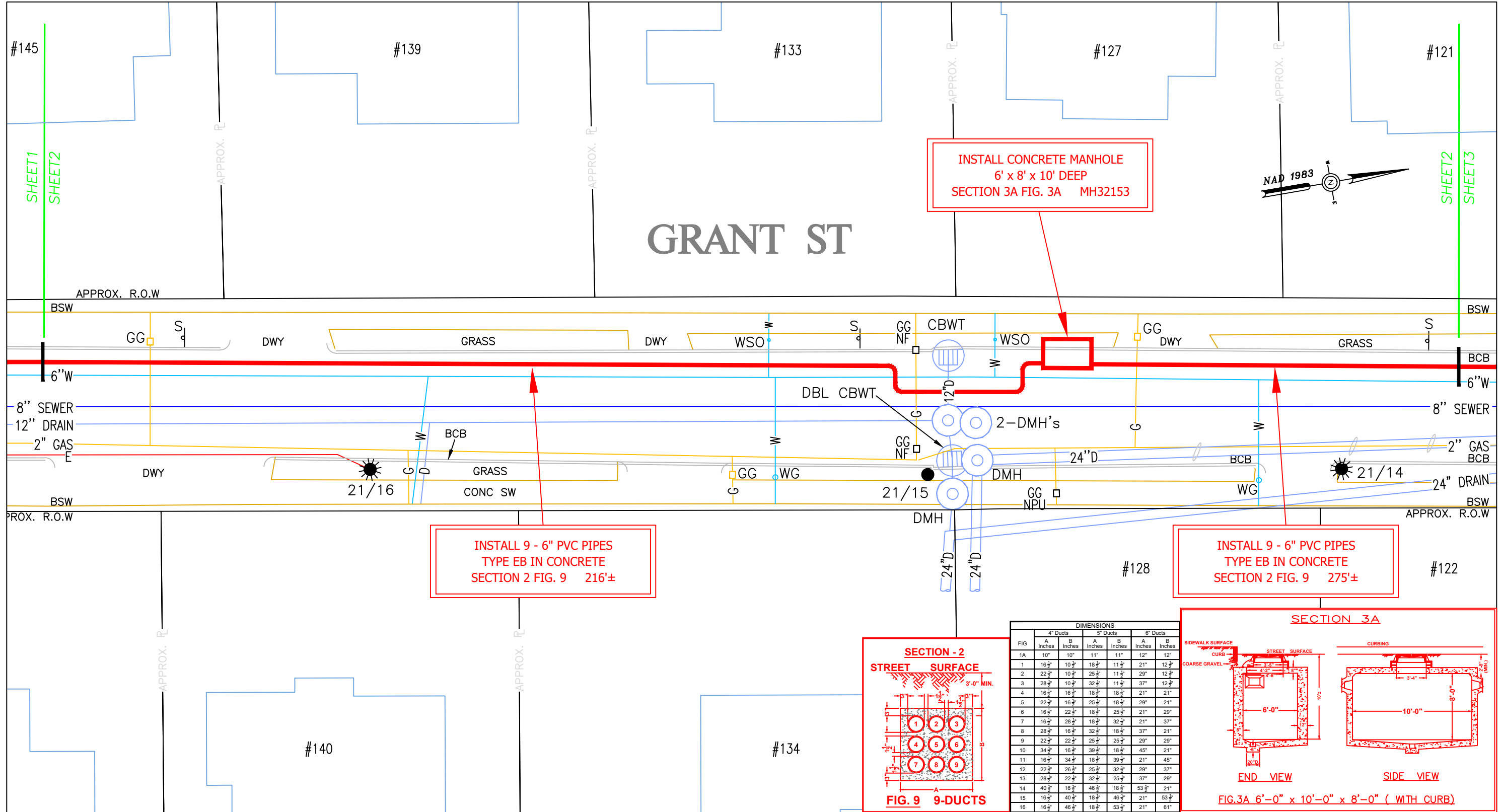
Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION

Scale 1"=20'

Date OCTOBER 31, 2023

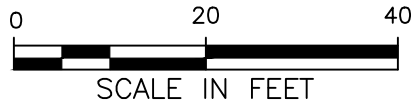
SHEET 1 of 6

DIMENSIONS						
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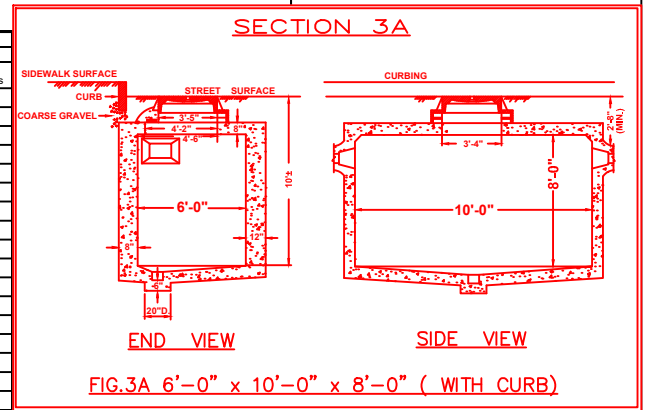
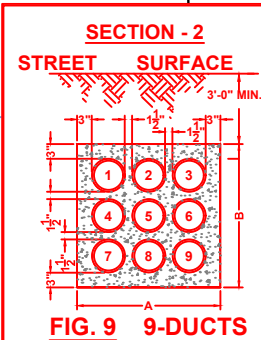
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MASS. LAW

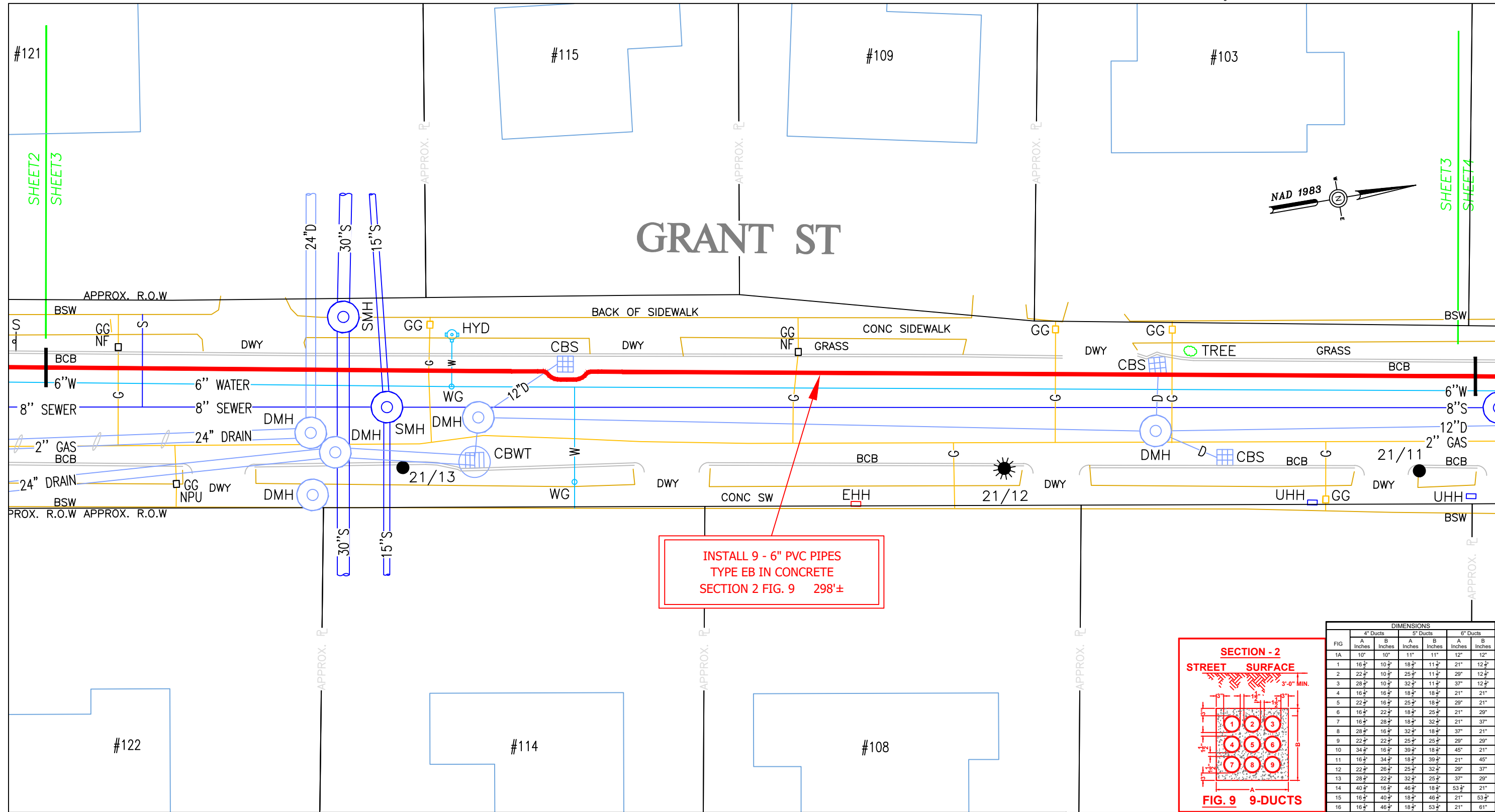
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DIMENSIONS						
FIG	4" Ducts		5" Ducts		6" Ducts	
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12	22 1/2"	26 1/2"	25 1/2"	32 1/2"	29"	37"
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C# 294-23
Ward #
Work Order # 12815651
Surveyed by: GR/LM
Research by: GR
Plotted by: LM
Proposed Structures: LM
Approved: K RICE
P#

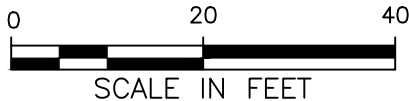
NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Plan of GRANT ST NEEDHAM
Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION
Scale 1"=20' Date OCTOBER 31, 2023
SHEET 2 of 6



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P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GRANT ST

NEEDHAM

Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION

Scale 1"=20'

Date OCTOBER 31, 2023

SHEET 3 of 6

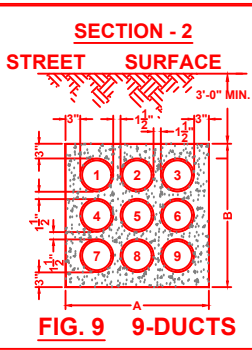
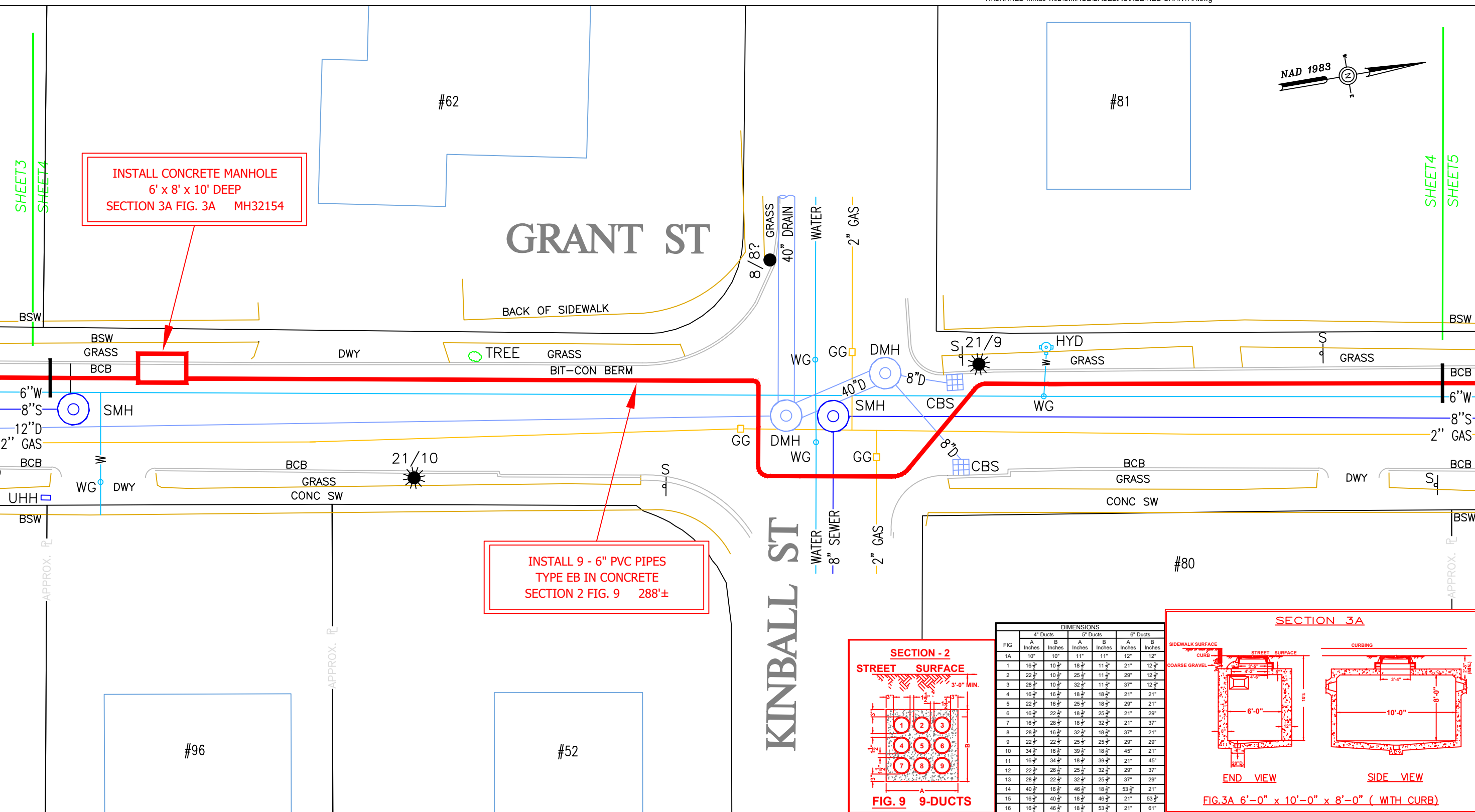
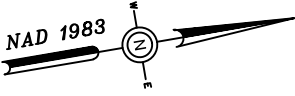
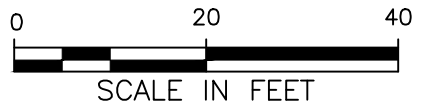


FIG		4" Ducts		5" Ducts		6" Ducts	
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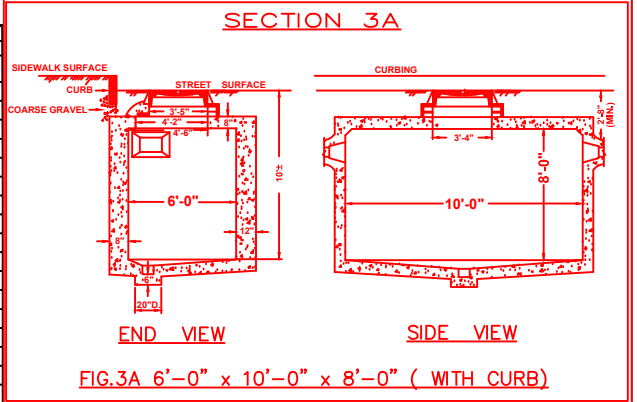
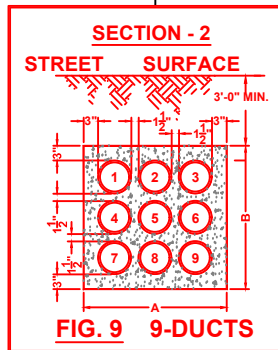
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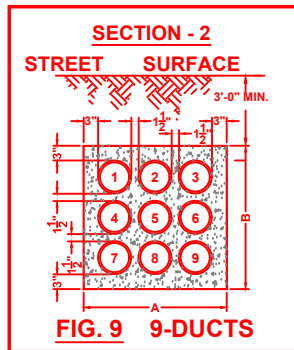
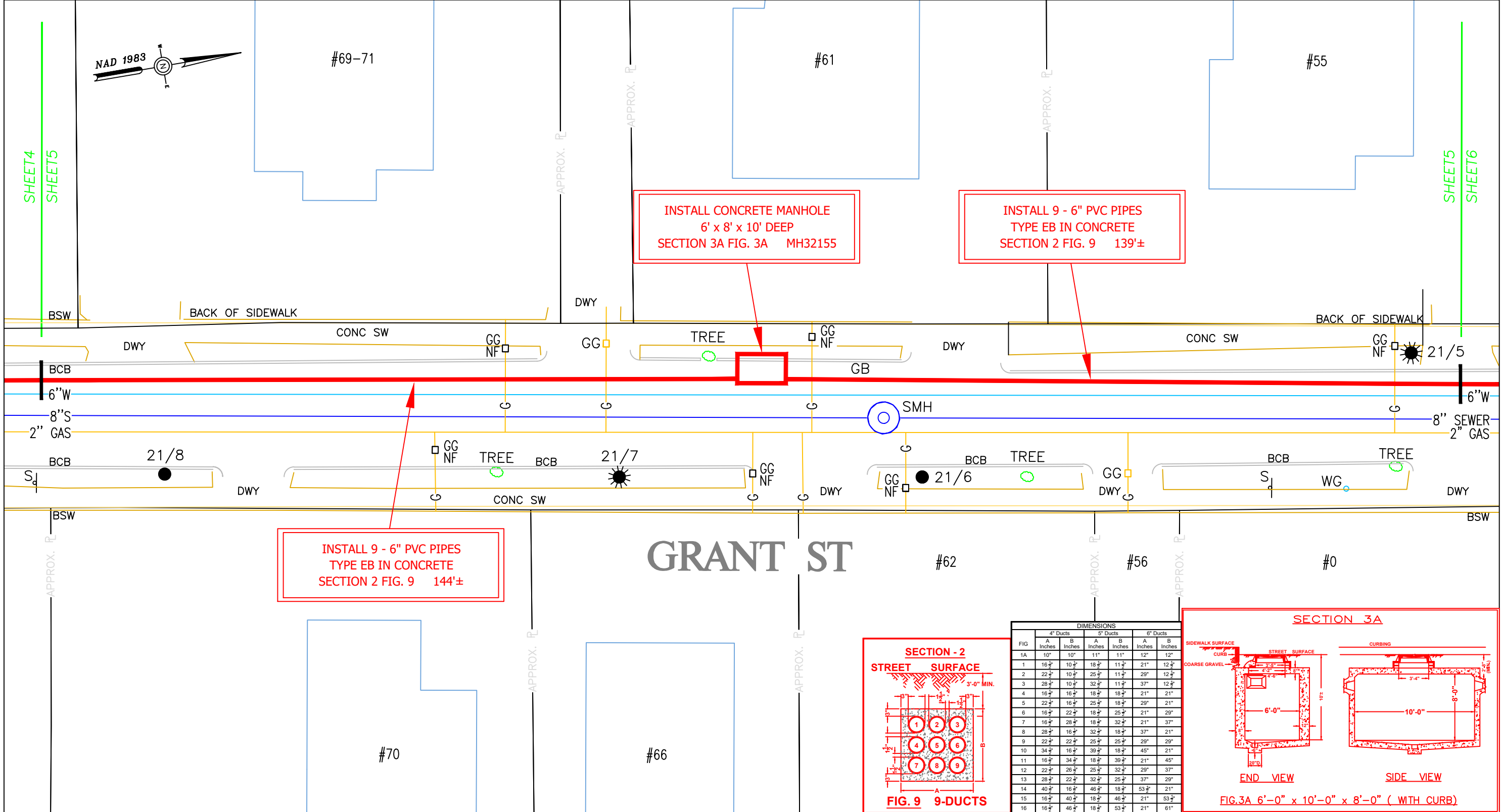
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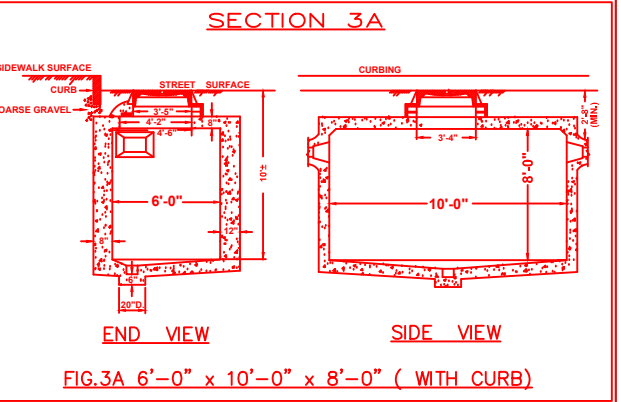
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8	28 1/2"	16 1/2"	32 1/2"	18 1/2"	37"	21"	
9	22 1/2"	22 1/2"	25 1/2"	25 1/2"	29"	29"	
10	34 1/2"	16 1/2"	39 1/2"	18 1/2"	45"	21"	
11	16 1/2"	34 1/2"	18 1/2"	39 1/2"	21"	45"	
12	22 1/2"	26 1/2"	25 1/2"	32 1/2"	29"	37"	
13	28 1/2"	22 1/2"	32 1/2"	25 1/2"	37"	29"	
14	40 1/2"	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	
15	16 1/2"	40 1/2"	18 1/2"	46 1/2"	21"	53 1/2"	
16	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"	



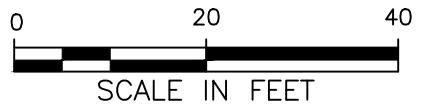
C# 294-23		NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Ward #			
Work Order # 12815651		Plan of GRANT ST	
Surveyed by: GR/LM		NEEDHAM	
Research by: GR		Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION	
Plotted by: LM			
Proposed Structures: LM			
Approved: K RICE		Scale 1"=20'	Date OCTOBER 31, 2023
P#		SHEET 4 of 6	



DIMENSIONS						
FIG	4" Ducts		5" Ducts		6" Ducts	
	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16 1/2"	10 1/2"	18 1/2"	11 1/2"	21"	12 1/2"
2	22 1/2"	10 1/2"	25 1/2"	11 1/2"	29"	12 1/2"
3	28 1/2"	10 1/2"	32 1/2"	11 1/2"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	18 1/2"	21"	21"
5	22 1/2"	16 1/2"	25 1/2"	18 1/2"	29"	21"
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16	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.



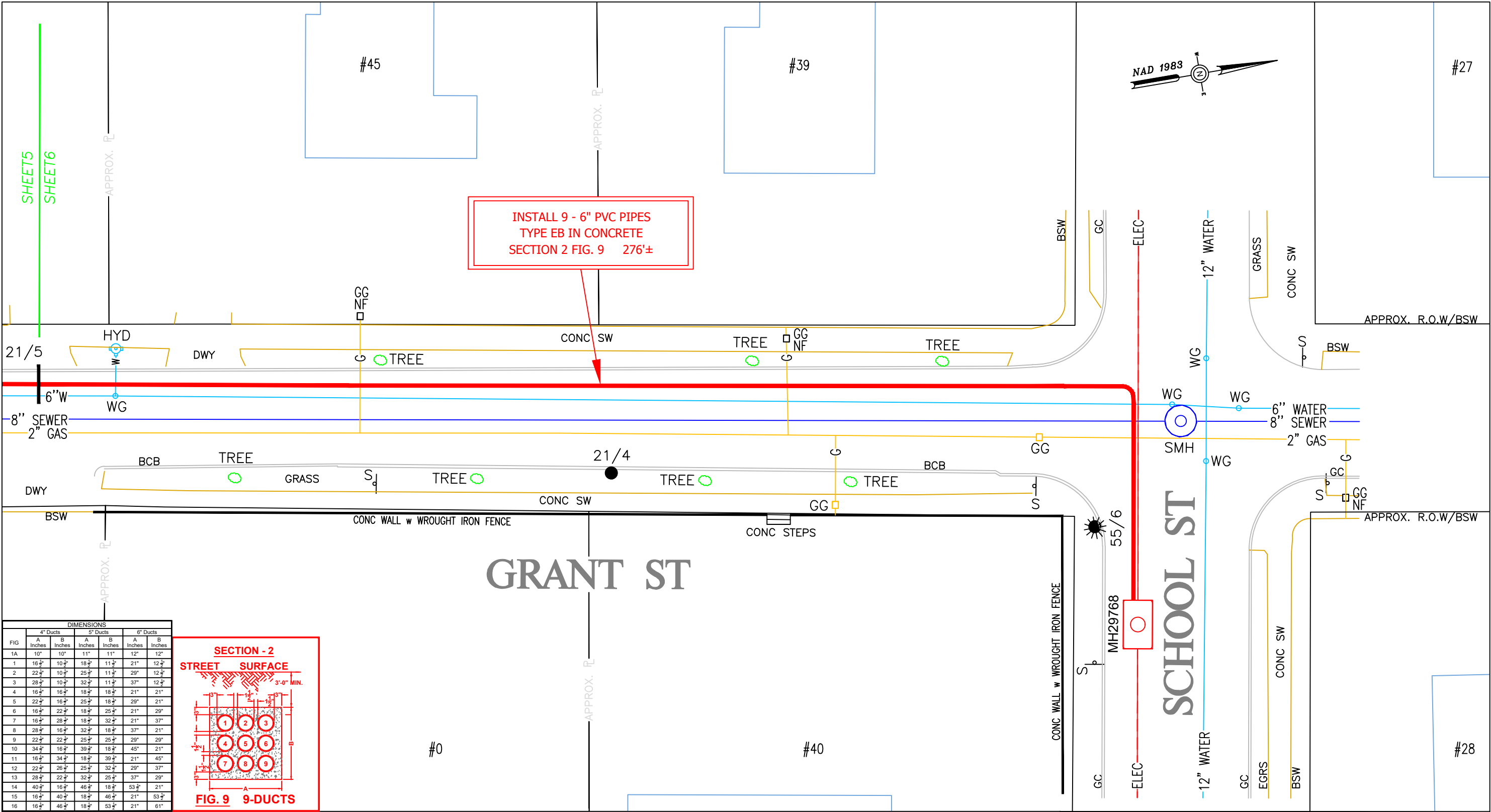
NOTE:
EVERSOURCE CONSTRUCTION WILL MAINTAIN 18" OF CLEARANCE BY GOING EITHER OVER OR UNDER ANY UTILITIES IT CROSSES.

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION. OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

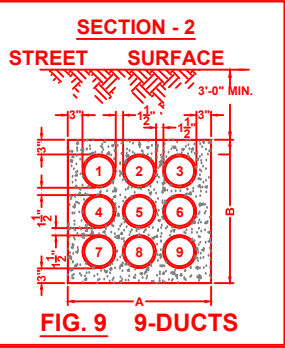
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MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 294-23	NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #	
Work Order # 12815651	Plan of GRANT ST
Surveyed by: GR/LM	NEEDHAM
Research by: GR	Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date OCTOBER 31, 2023
P#	SHEET 5 of 6



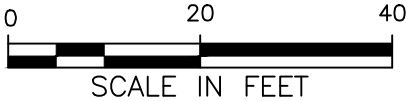
DIMENSIONS						
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MASS. LAW

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

C# 294-23
Ward #
Work Order # 12815651
Surveyed by: GR/LM
Research by: GR
Plotted by: LM
Proposed Structures: LM
Approved: K RICE
P#

NSTAR ELECTRIC **EVSOURCE**
d/b/a
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of GRANT ST
NEEDHAM

Showing PROPOSED CONDUIT & NEW MANHOLES LOCATION

Scale 1"=20' Date OCTOBER 31, 2023
SHEET 6 of 6

GRANT STREET FROM JUNCTION STREET TO SCHOOL STREET GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/040.0-0071-0000.0	SIDELL, RICHARD S +	SIDELL, CHARLOTTE B	40 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0073-0000.0	EV-ELMVIEW REALTY, LLC		935 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/041.0-0069-0000.0	BELLIDO, ENRIQUE &	BELLIDO, AMY	66 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0072-0000.0	FLOITGRAF, WOLFGANG K, TR &	FLOITGRAF, JEANNE M, TR	80 GRANT ST	NEEDHAM	MA	02492-
199/046.0-0004-0000.0	KNEELAND, JOANNE		109 GRANT ST	NEEDHAM	MA	02492-
199/046.0-0007-0000.0	DOWLING, JASON R &	DOWLING, RUTH J	127 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0016-0000.0	MCSHERRY, ANDREW J. &	MCSHERRY, CHERYL L	39 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0023-0000.0	VAUGHN, SPENCER ANDREW &	VAUGHN, CHRISTINA VOTTERO	69 KIMBALL ST	NEEDHAM	MA	02492-
199/040.0-0072-0000.0	SIDELL, RICHARD S &	SIDELL, CHARLOTTE B	40 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0070-0000.0	LAIDLAW, NICHOLAS G. & TANYA	GRANT STREET 70 REALTY TRUST	70 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0076-0000.0	NOONAN, BRENDAN MEYER &	WELSH, KAITLYN SHEA	108 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0082-0000.0	FORMAN, SANDRA		PO BOX 920134	NEEDHAM	MA	02492-
199/041.0-0083-0000.0	DOSCHER, STEVEN DOUGLAS &	DOSCHER, CHERYL HIU FUNG	154 GRANT ST	NEEDHAM	MA	02492-
199/046.0-0011-0000.0	FORGEY, TATE F. &	LANE, KIMBERLY	153 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0019-0000.0	MAYO, ANTHONY J. & DENISE M		61 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0020-0000.0	NG, YUEN TIN &	NG CHEUNG, YAT KAI	65 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0070-0028.0	ARONSON, SCOTT M. &	ARONSON, MICHELLE SILK	28 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0073-0000.0	GOODMAN, JEFFREY &	GOODMAN, VALERIE	52 KIMBALL ST	NEEDHAM	MA	02492-
199/041.0-0078-0000.0	MURRAY, RYAN B. &	MURRAY, VICTORIA N.	122 GRANT ST	NEEDHAM	MA	02494-
199/041.0-0080-0000.0	SCHMIDT, SHANNON		134 GRANT ST	NEEDHAM	MA	02492-
199/046.0-0006-0000.0	BERGERON, JOHN H. &	THELAN, SALLY A	121 GRANT ST	NEEDHAM	MA	02492-
199/046.0-0008-0000.0	CULLEN, ALEXANDER F. &	CULLEN, LAURA V	133 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0015-0000.0	SIEGAL, MARYCLARE MCENERNY	MARYCLARE MCENERNY REVOCABLE TRUS	27 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0018-0000.0	LEDoux, MATTHEW F. &	MUELLER, STEPHANIE K	55 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0070-0037.0	CARTY, ZHEN		37 SCHOOL ST	NEEDHAM	MA	02492-
199/041.0-0077-0000.0	MCEVOY, NORMA E. & THOMAS	TMCEVOY NOMINEE REALTY TRUST	114 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0079-0000.0	POLLACK, TODD &	POLLACK, AMIE	128 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0081-0000.0	FLIGHT, KRISTEN &	FLIGHT, PATRICK	140 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0074-0000.0	LONGLEY, JOHN L. &	LONGLEY, JULIE A.G	58 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0075-0000.0	BROUGH, JOSHUA A. &	MODIESKA, HILARY C	62 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0075-0000.0	WERNER, DAWNE		102 GRANT ST	NEEDHAM	MA	02492-
199/051.0-0084-0000.0	MBTA		10 PARK PLAZA	BOSTON	MA	02116-
199/046.0-0010-0000.0	IRWIN, STEPHEN E. &	IRWIN, NANCY LEE	145 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0017-0000.0	SULLIVAN, MICHAEL &	SULLIVAN, DANIELLE	45 GRANT ST	NEEDHAM	MA	02492-
199/040.0-0070-0000.0	GRANT SCHOOL LLC		PO BOX 503	CANTON	MA	02021-
199/041.0-0071-0000.0	SHENG, BO & MININGFANG		45 KIMBALL ST	NEEDHAM	MA	02492-
199/046.0-0002-0000.0	DEUTSCH, HOWARD & ALEXIS TR	THE ALEXIS AND HOWARD DEUTSCH LIVING	68 KIMBALL ST	NEEDHAM	MA	02492-
199/046.0-0009-0000.0	TAYLOR, SEAN D. &	D'ADDIECO, JULIE	139 GRANT ST	NEEDHAM	MA	02492-
199/047.0-0021-0000.0	KATZ, JEFFREY A. &	KATZ, LAURAL	105 MEETINGHOUSE CIR	NEEDHAM	MA	02492-
199/047.0-0022-0000.0	BUTNARU, AVNER A. & MAGDA T	AVNER & MAGDA BUTNARU REVOCABLE TR	81 GRANT ST	NEEDHAM	MA	02492-
199/041.0-0074-0000.0	NOONE, COOPER		96 GRANT ST	NEEDHAM	MA	02492-

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

for the Needham Board of Assessors, *Devin A. Kelly*

GRANT STREET FROM JUNCTION STREET TO SCHOOL STREET GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/046-0-0001-0000.0	COX, CHRISTOPHER &	COX, JULIE	62 KIMBALL ST	NEDHAM	MA	02492-
199/046-0-0003-0000.0	LONDON, EILEEN M, TR	THE GRANT REALTY TRUST	103 GRANT ST	NEDHAM	MA	02492-
199/046-0-0005-0000.0	MALPOCHER, ADAM R. &	MALPOCHER, KATHRYN J	115 GRANT ST	NEDHAM	MA	02492-

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



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

MEETING DATE: 12/17/2024

Agenda Item	Public Hearing: Eversource Grant of Location – Webster Street
Presenter(s)	Peter Bowman, Eversource Energy Joanne Callender, Eversource Energy Jason Kaminsky, Eversource Energy Rick Schifone, Eversource Energy

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 3,318 feet of conduit and 7 new manholes in Webster Street. The reason for this work is to support the power requirements for the MWRA tunnel project. 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 ely 3,318 feet of conduit and 7 new manholes in Webster Street.	
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

TO: Myles Tucker, Select Board Office
FROM: DPW Office
DATE:
RE:

For Select Board Meeting of
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

PRELIMINARY PLAN
DATE OF FIELD REVIEW: 12-11-24 REVIEWER: R.W.W.
SITE LOCATION: WEBSTER ST. - CAREY RD. TO HIGHLAND AVE UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only	Peer Review	_____
B Work Within Paved Road Perpendicular Crossing	Peer Review	_____
☒ C Work Within a Plaza Area/Landscaped Island / <u>Parallel Along Roadway</u>	CONDUIT RUN	
	Peer Review	_____
	Div. Head Review	<u>tar</u>
D Other	Peer Review	_____
	Div. Head Review	_____

- | | |
|---|---|
| ☒ Petition Plan Consistent with Field Review | ☒ Old Pole Removed <u>N/A</u> |
| ☒ Diameter of Conduit <u>9-6" CONDUITS (BOX)</u> | ☒ Cables Transferred to New Pole <u>N/A</u> |
| ☒ Depth of Conduit <u>VARIOUS > 3'</u> | ☒ New Riser on Pole <u>N/A</u> |
| ☒ Utility Conflicts <u>YES</u> | ☐ Visible Trench Patch across Road/Sidewalk |
| ☒ Crossing Perpendicular to Road <u>MOSTLY PARALLEL</u> | ☐ Abutters List Complete |
| ☒ Public Road | ☐ Photos Included |
| ☒ Double Pole <u>N/A</u> | |

Department Head _____

COMMENTS:

MULTIPLE UTILITY CROSSINGS AND POSSIBLE LOCATION CONFLICTS
WITH THIS CONDUIT RUN. FURTHER DISCUSSION WITH
EVERSOURCE IS REQUIRED.

The application is complete pending a public hearing. It is expected that Eversource will be required to conduct test pits prior to the installation in the presence of DPW to confirm utilities and to adjust path accordingly.



180 Calvary Street
Waltham, Ma 02453

August 14, 2024

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Webster Street
Needham, MA
W.O.# 12815651

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 3318 feet of conduit and 7 new manholes in Webster Street.

The reason for this work is to support the power requirements for the MWRA tunnel project.

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

**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 April 26, 2024,** and filed herewith, under the following public way or ways of said Town:

Webster Street - Southerly from the intersection of Highland Avenue and Webster Street, install approximately 3318 feet of conduit and seven new manholes; MH32145, MH32144, MH32143, MH32142, MH32141, MH32140, MH32139.

W.O.# 12815651

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

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

Dated this 14th day of August 2024

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2024

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Webster Street -

Southerly from the intersection of Highland Avenue and Webster Street, install approximately 3318 feet of conduit and seven new manholes; MH32145, MH32144, MH32143, MH32142, MH32141, MH32140, MH32139.

W.O.# 12815651

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 April 26, 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 appoint to supervise the work.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2024 at _____ in said Town.

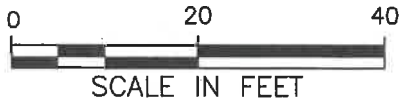
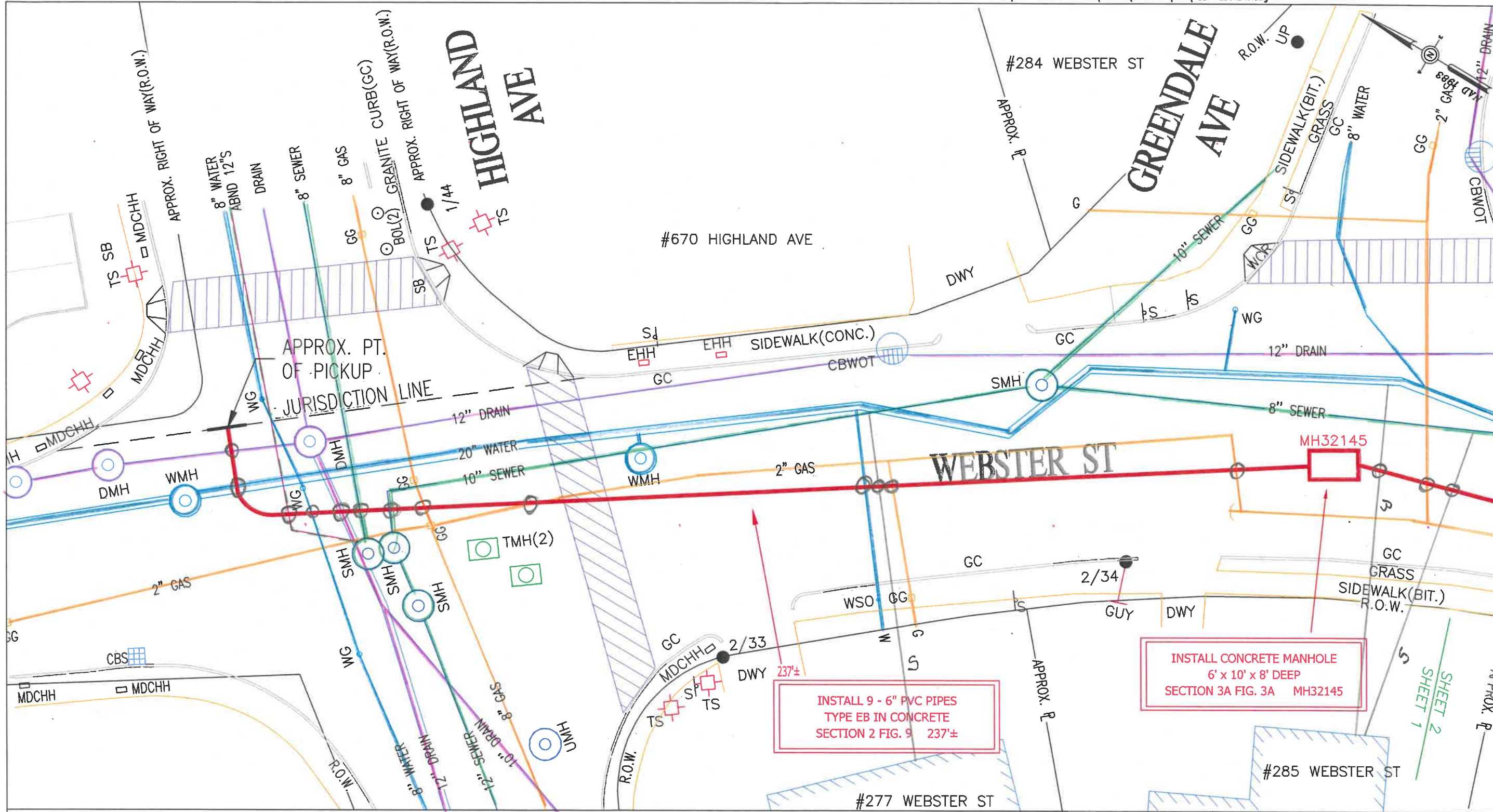
1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, 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



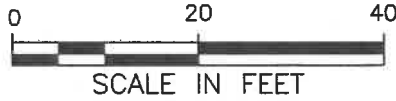
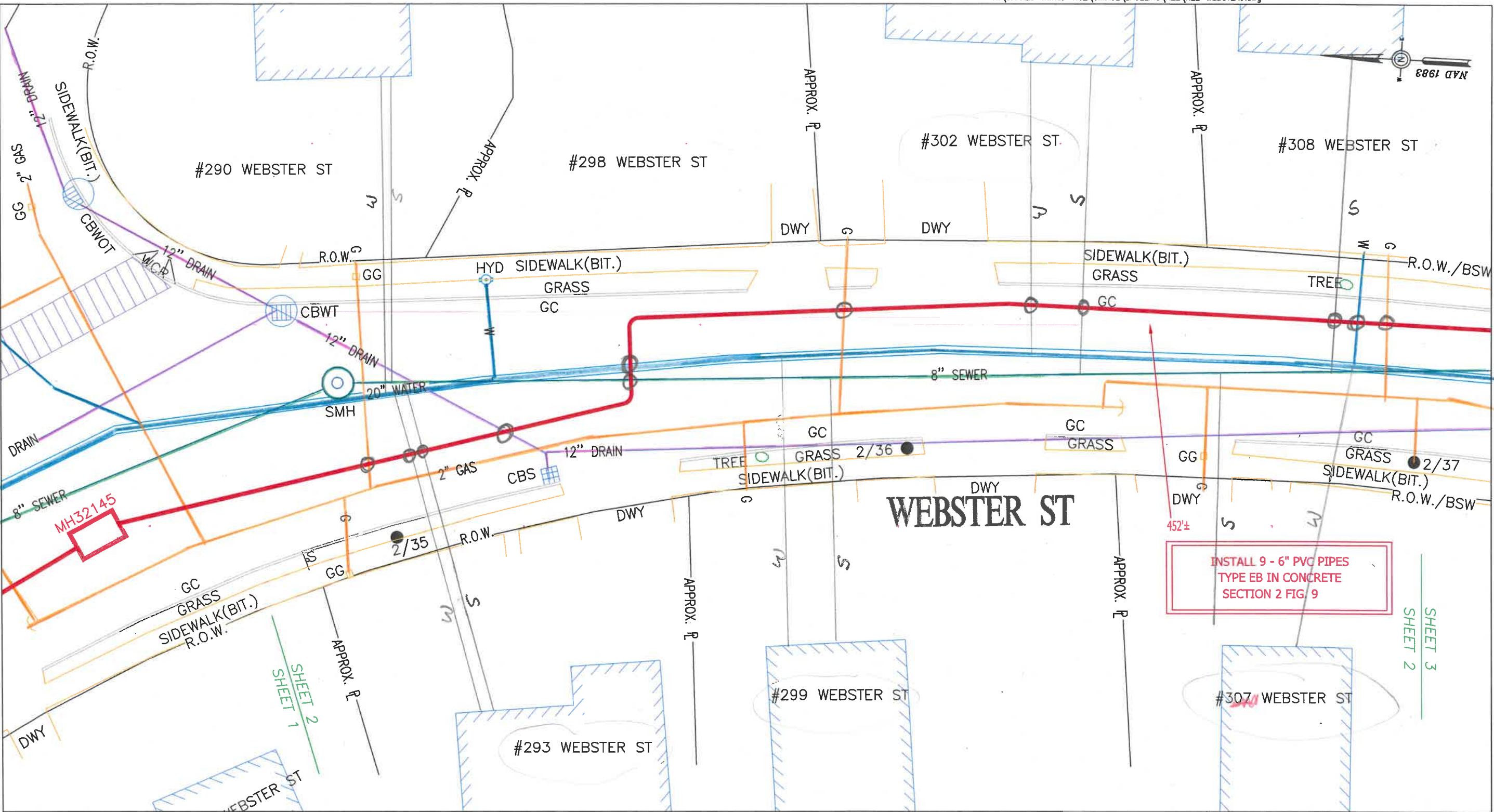
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C#	294-23
Ward #	
Work Order #	12815651
Surveyed by:	SJ/GR
Research by:	GR
Plotted by:	SJ
Proposed Structures:	SJ
Approved:	K. RICE
P#	

NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET
Needham	
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	1 of 13

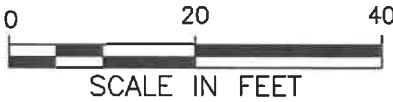
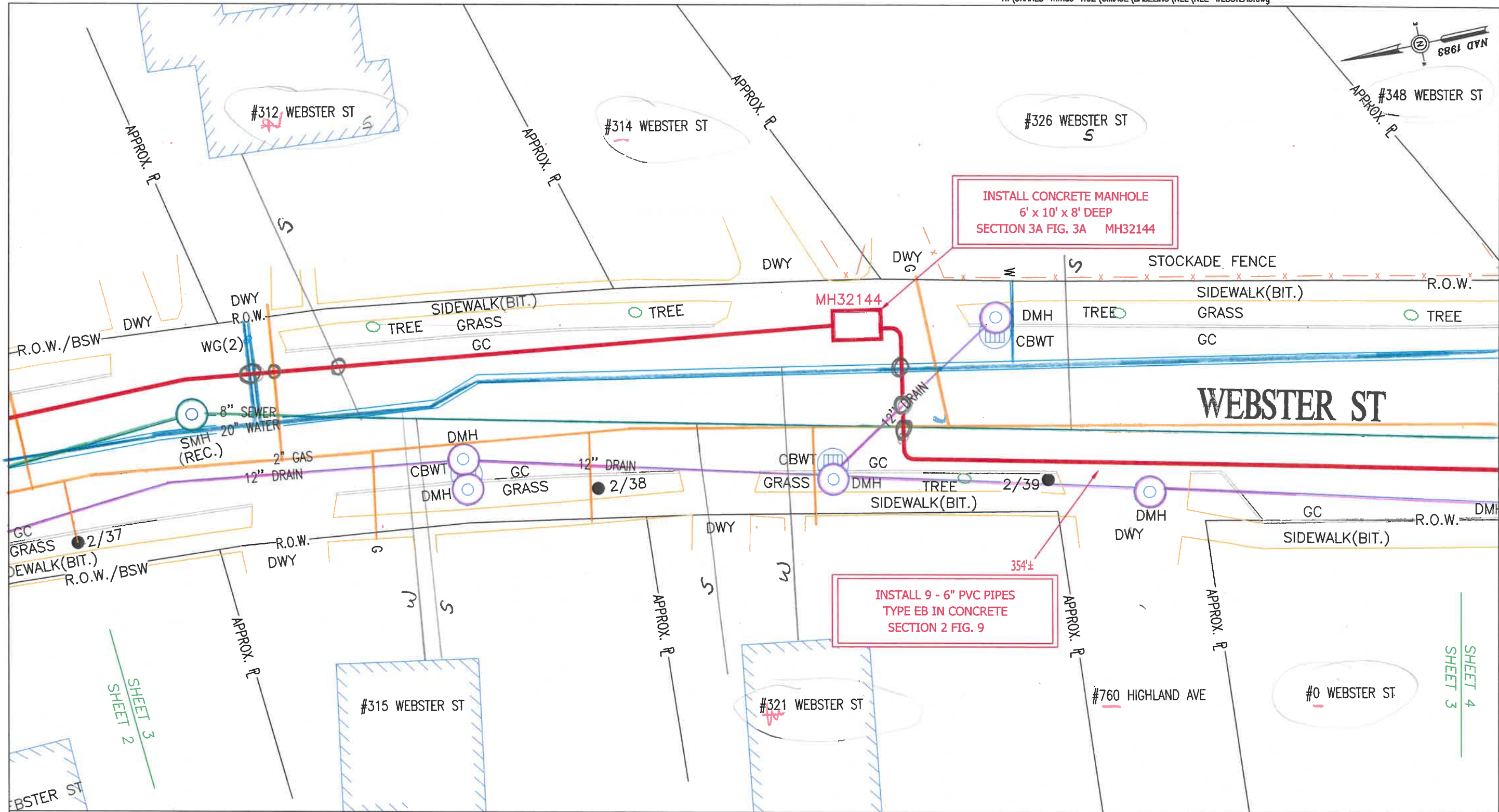
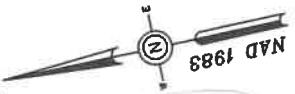


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Ward #		Plan of	WEBSTER STREET
Work Order #	12815651		NEEDHAM
Surveyed by:	SJ/GR	Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Research by:	GR		
Plotted by:	SJ		
Proposed Structures:	SJ		
Approved:	K. RICE	Scale	1"=20'
P#		Date	APRIL 26, 2024
		SHEET	2 of 13



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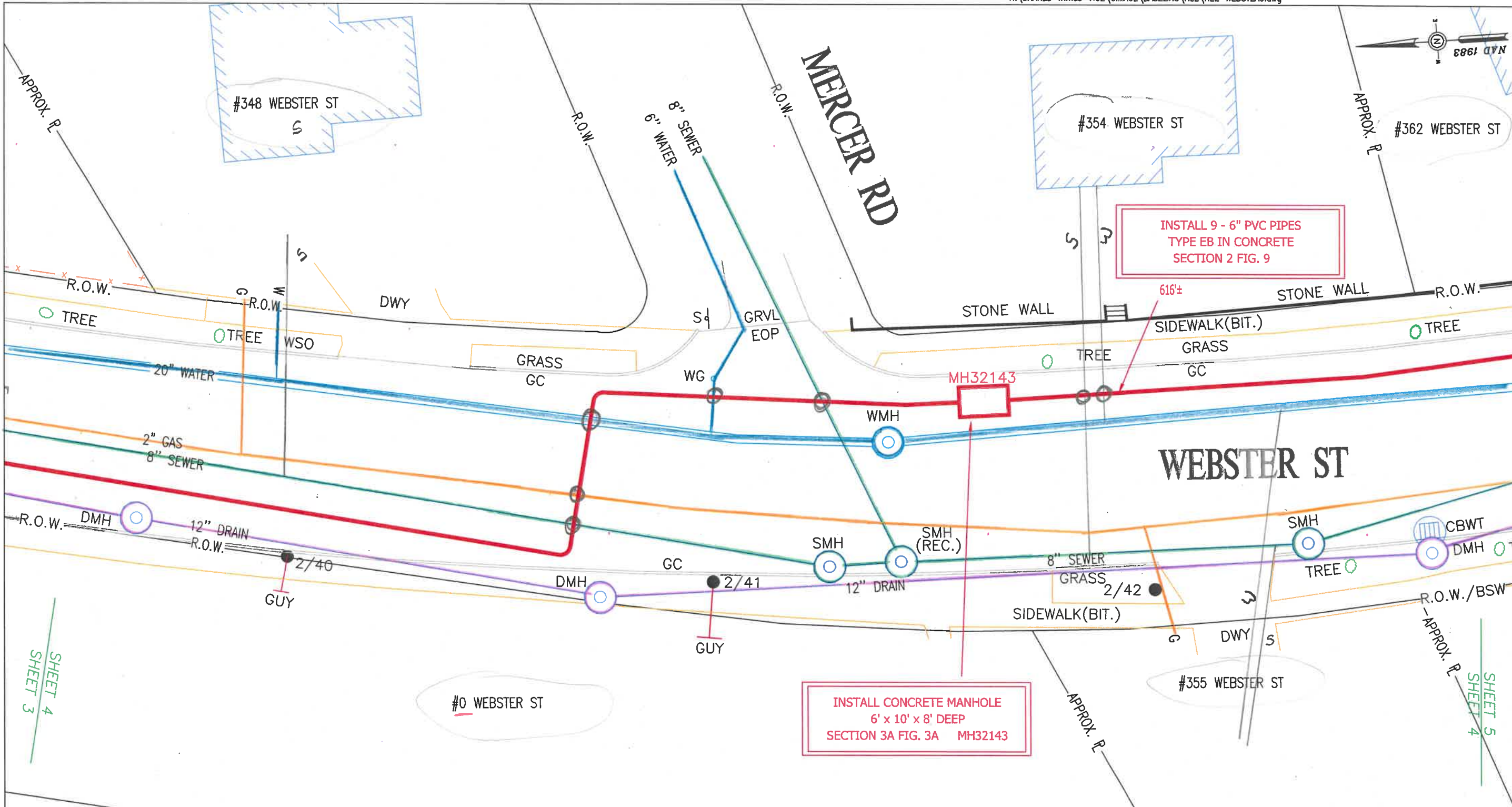
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NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	3 of 13



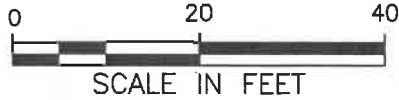
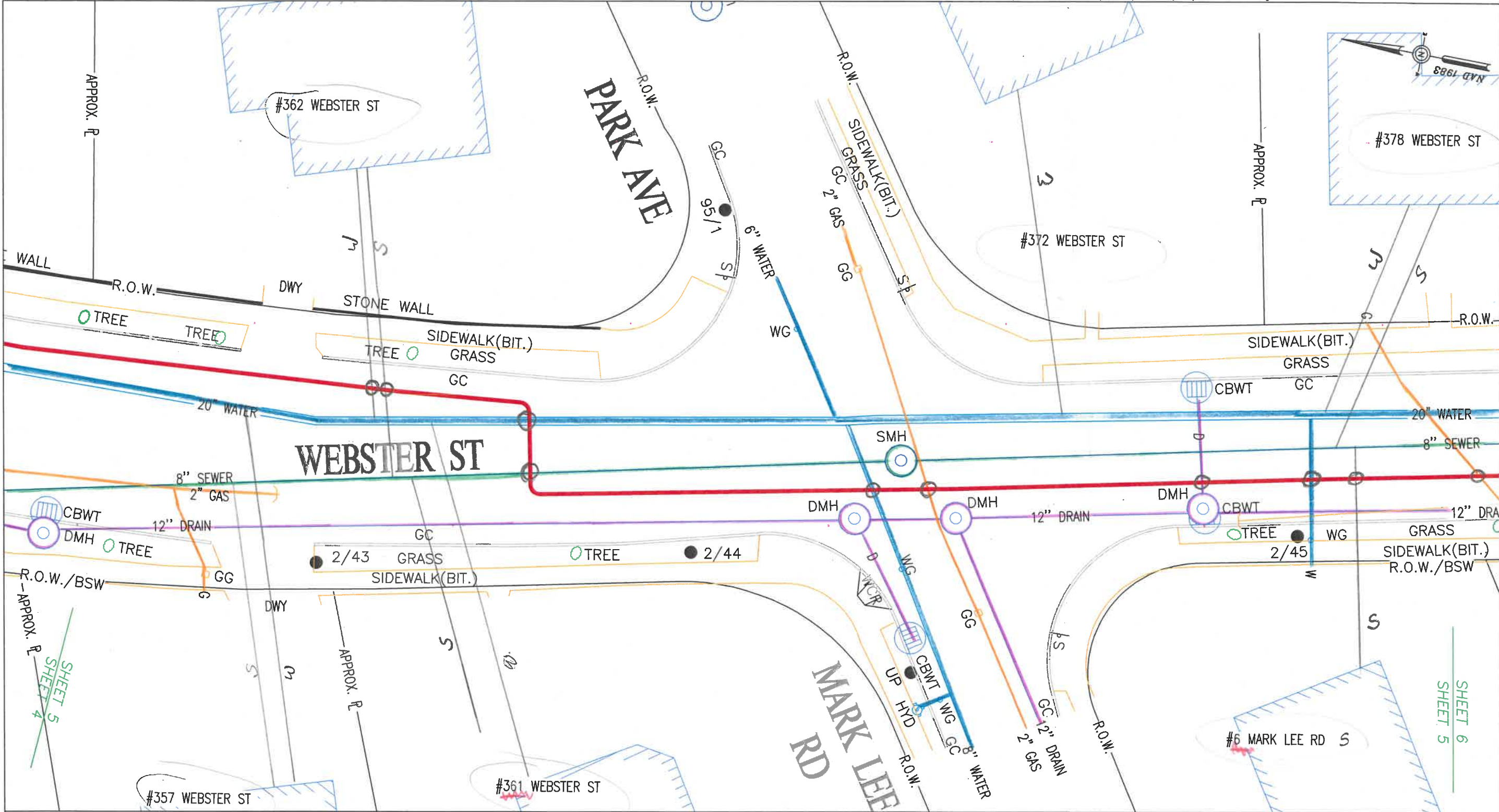
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Plan of WEBSTER STREET NEEDHAM	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale 1"=20'	Date APRIL 26, 2024
SHEET 4 of 13	

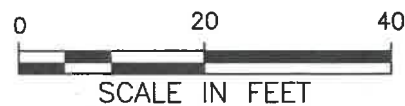
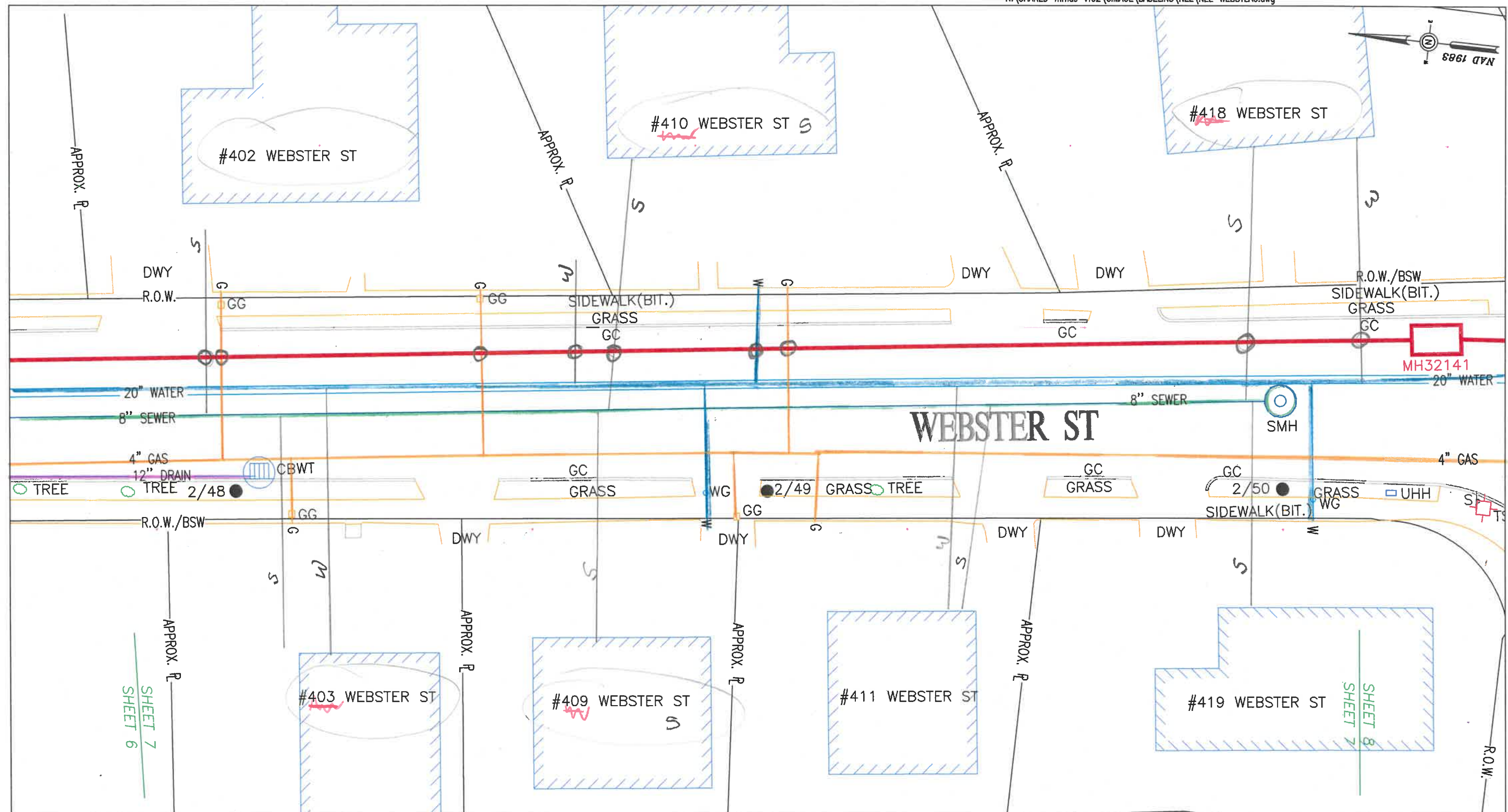


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C# 294-23		NSTAR EVERSOURCE ELECTRIC G/D/A 1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Ward #			
Work Order #	12815651	Plan of	WEBSTER STREET
Surveyed by:	SJ/GR		NEEDHAM
Research by:	GR	Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Plotted by:	SJ		
Proposed Structures:			
Approved:	K. RICE	Scale	1"=20'
P#		Date	APRIL 26, 2024
		SHEET	5 of 13



SCALE IN FEET

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C# 294-23

Ward #

Work Order # 12815651

Surveyed by: SJ/GR

Research by: GR

Plotted by: SJ

Proposed Structures:

Approved: K. RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WEBSTER STREET

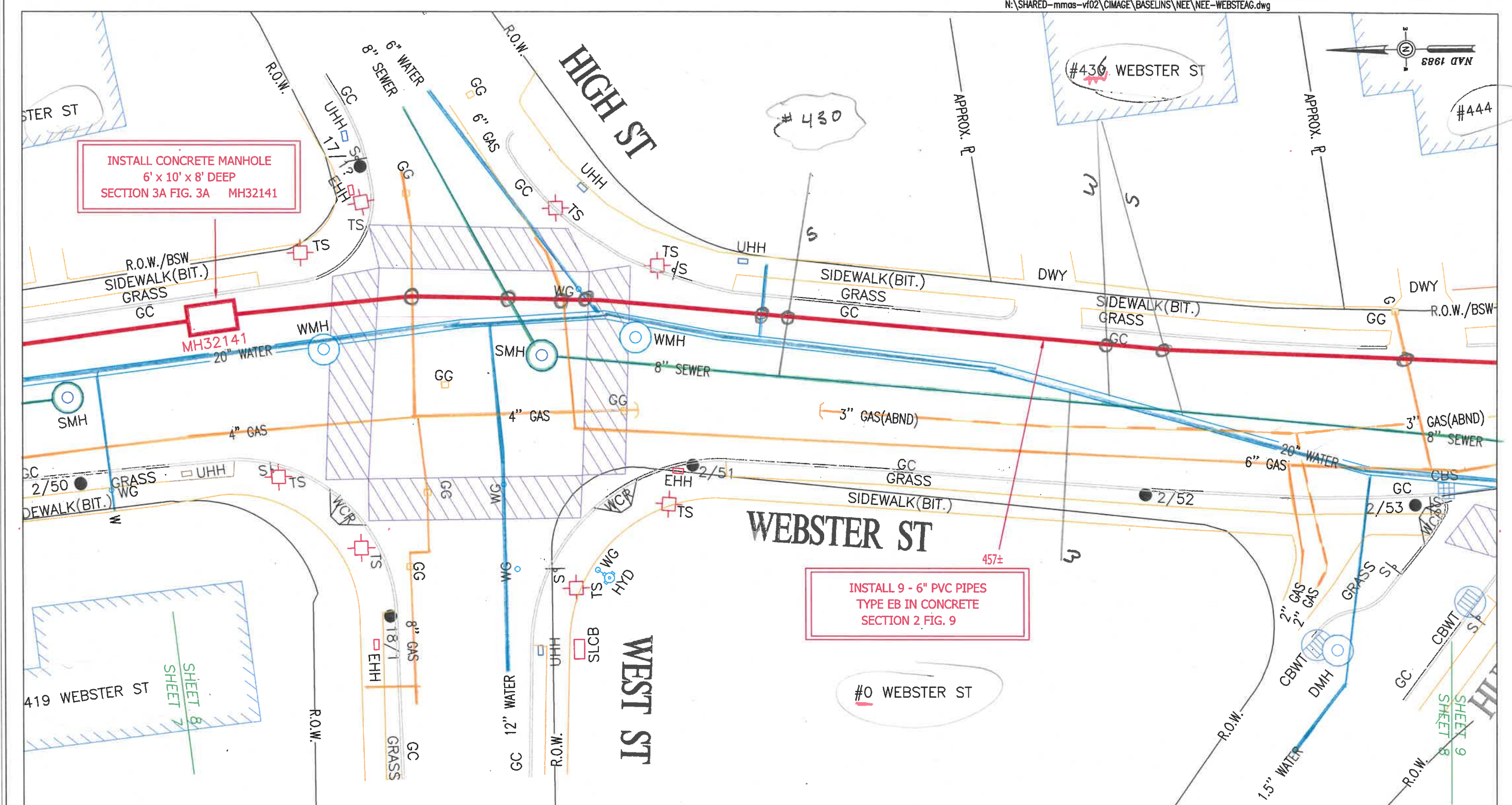
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20'

Date APRIL 26, 2024

SHEET 7 of 13



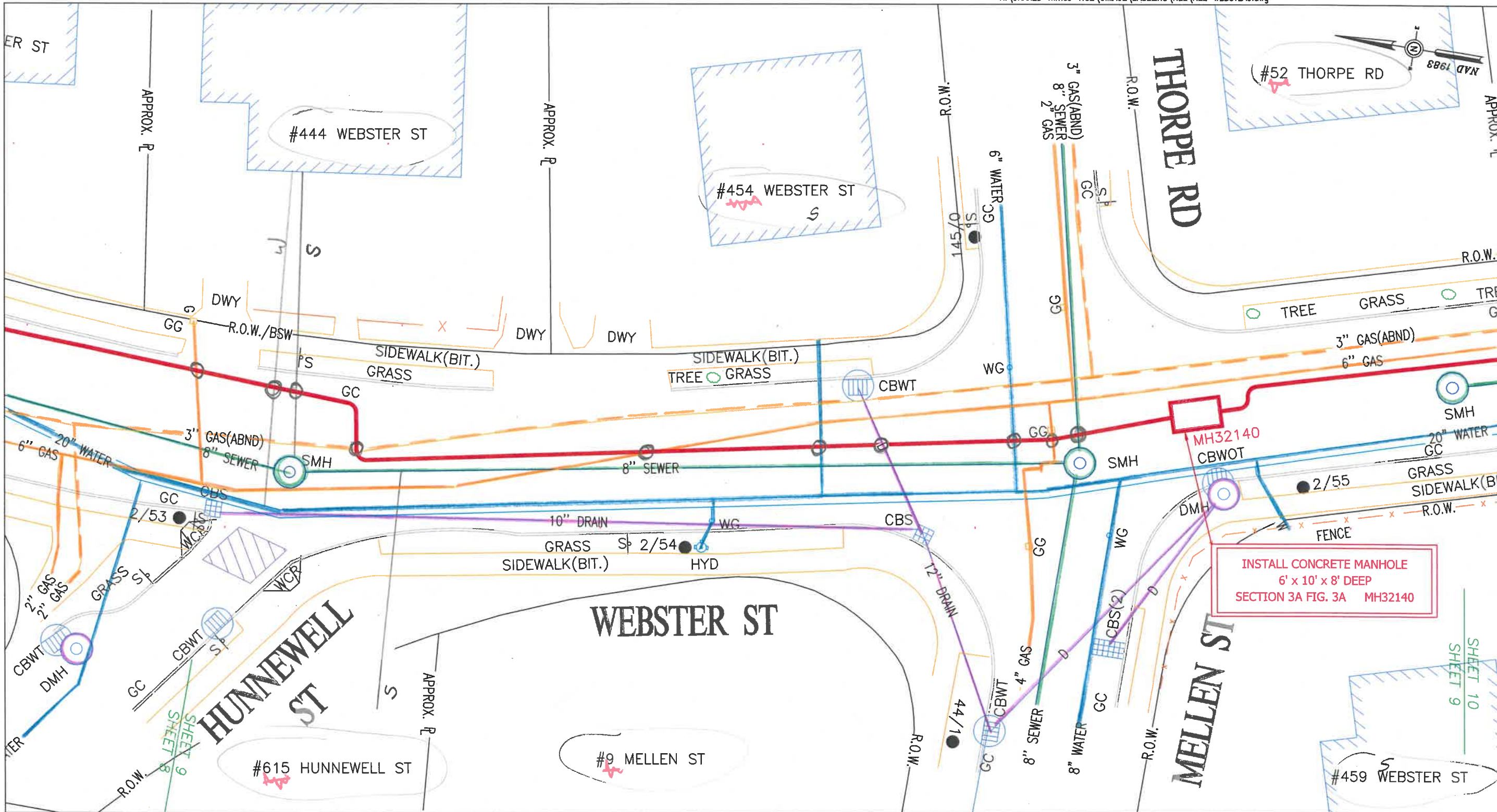
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NSTAR EVERSOURCE ELECTRIC d/b/a	
1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET
NEEDHAM	
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	8 of 13



INSTALL CONCRETE MANHOLE
6' x 10' x 8' DEEP
SECTION 3A FIG. 3A MH32140



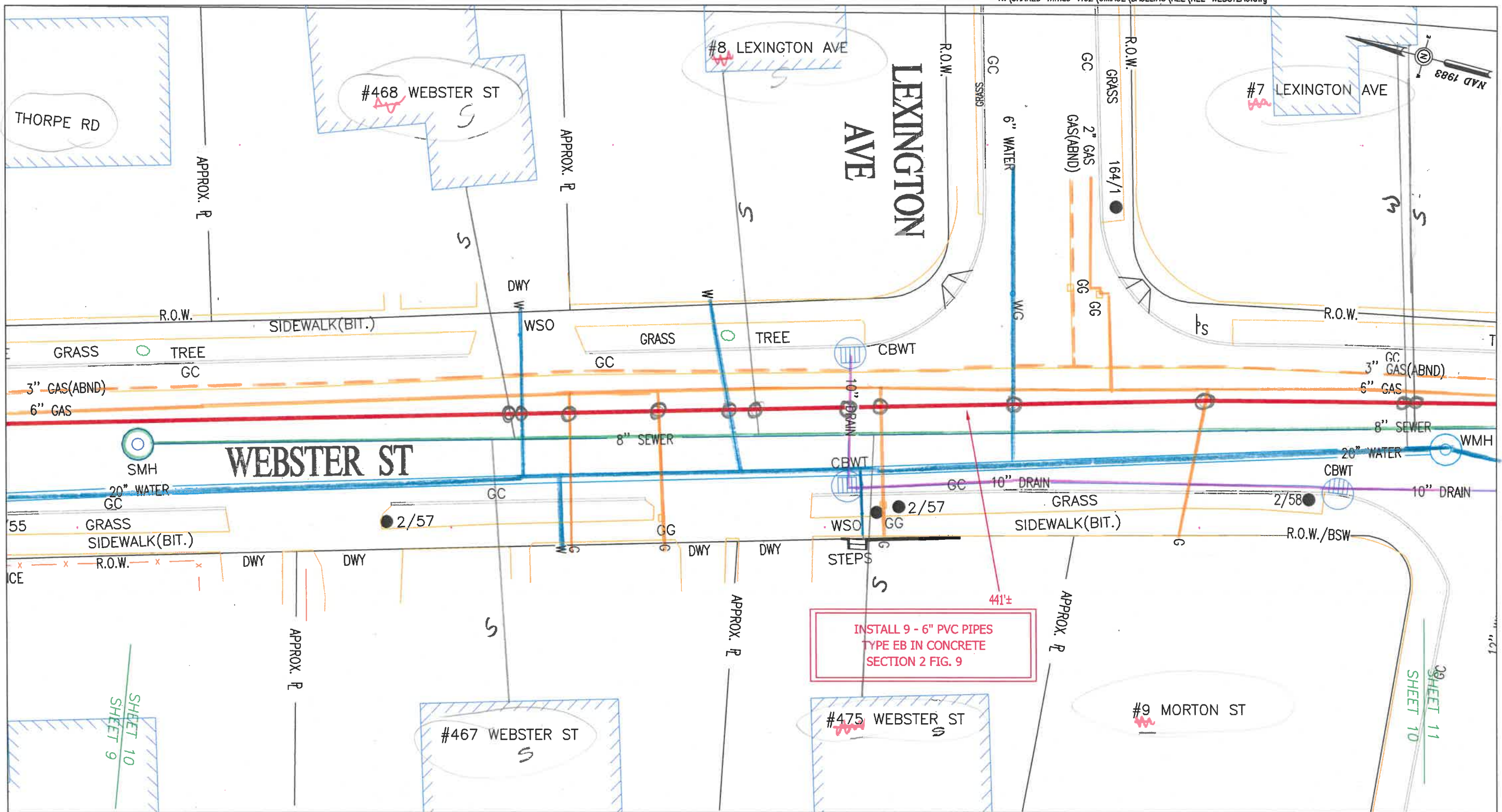
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Plan of	WEBSTER STREET
	NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	9 of 13



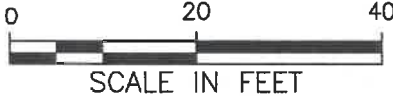
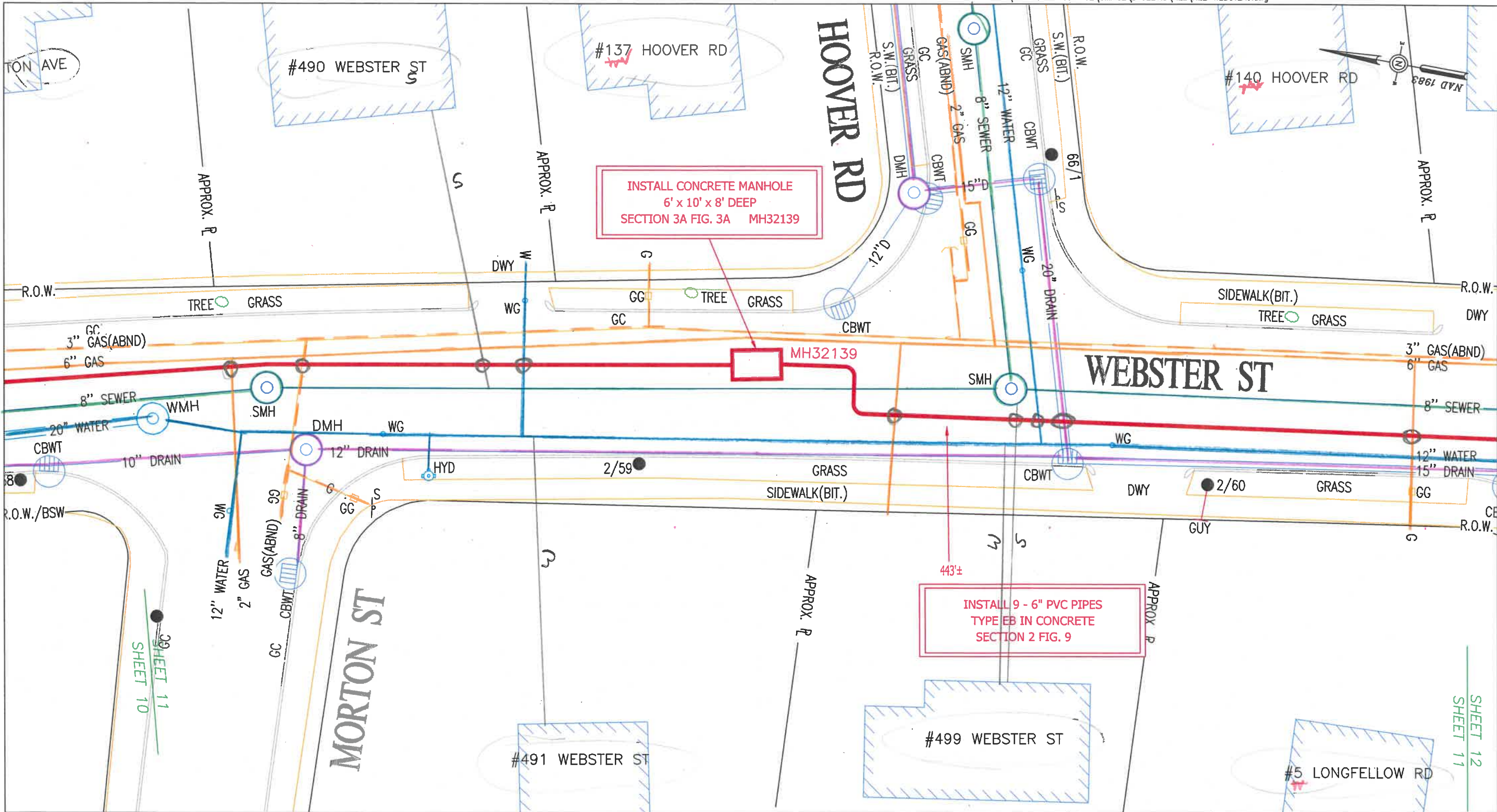
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Needham	
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SHEET	10 of 13



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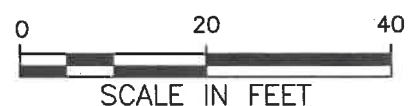
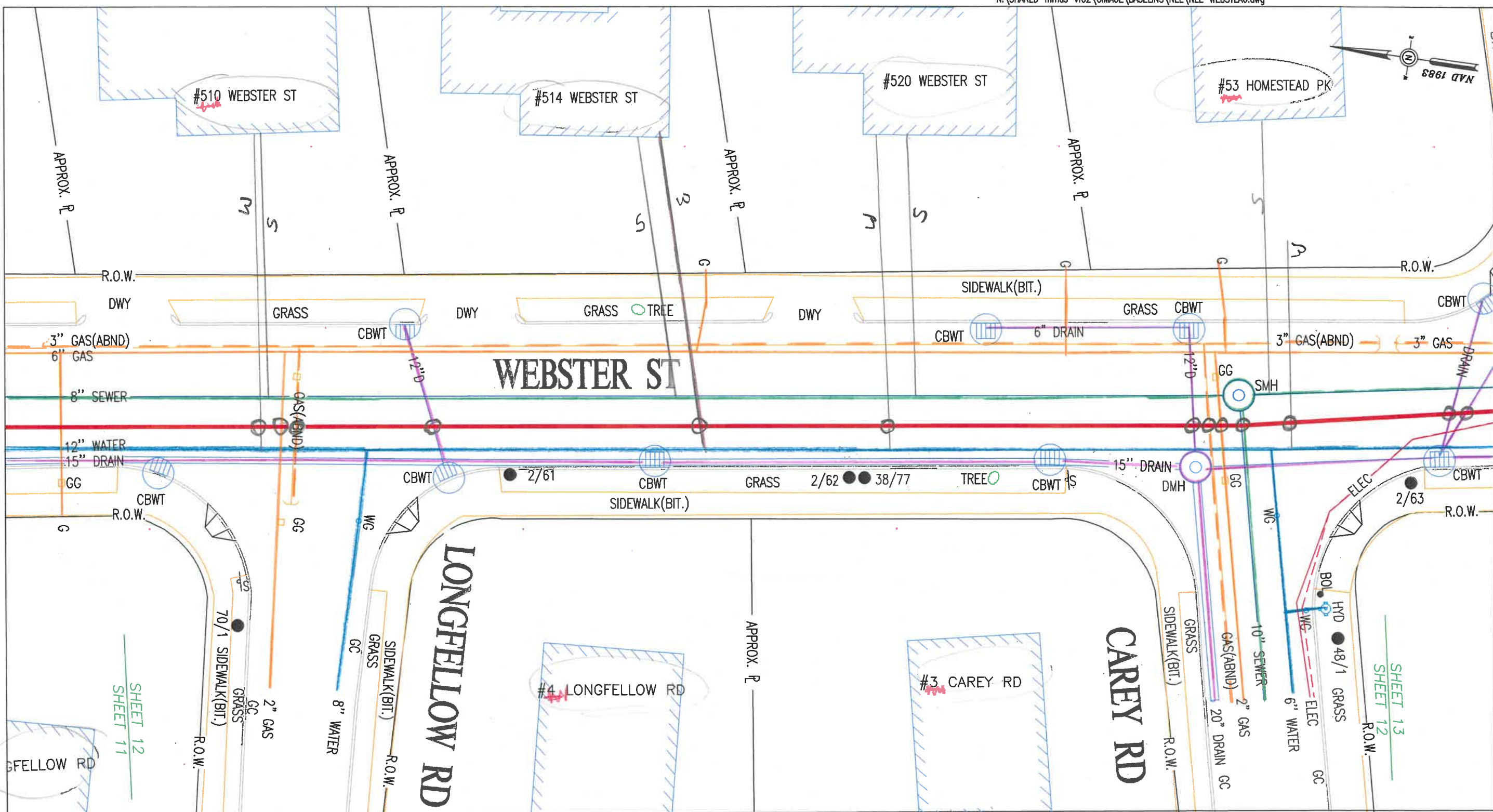
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Plan of	WEBSTER STREET
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
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SHEET	11 of 13



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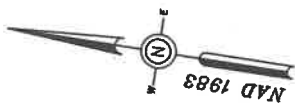
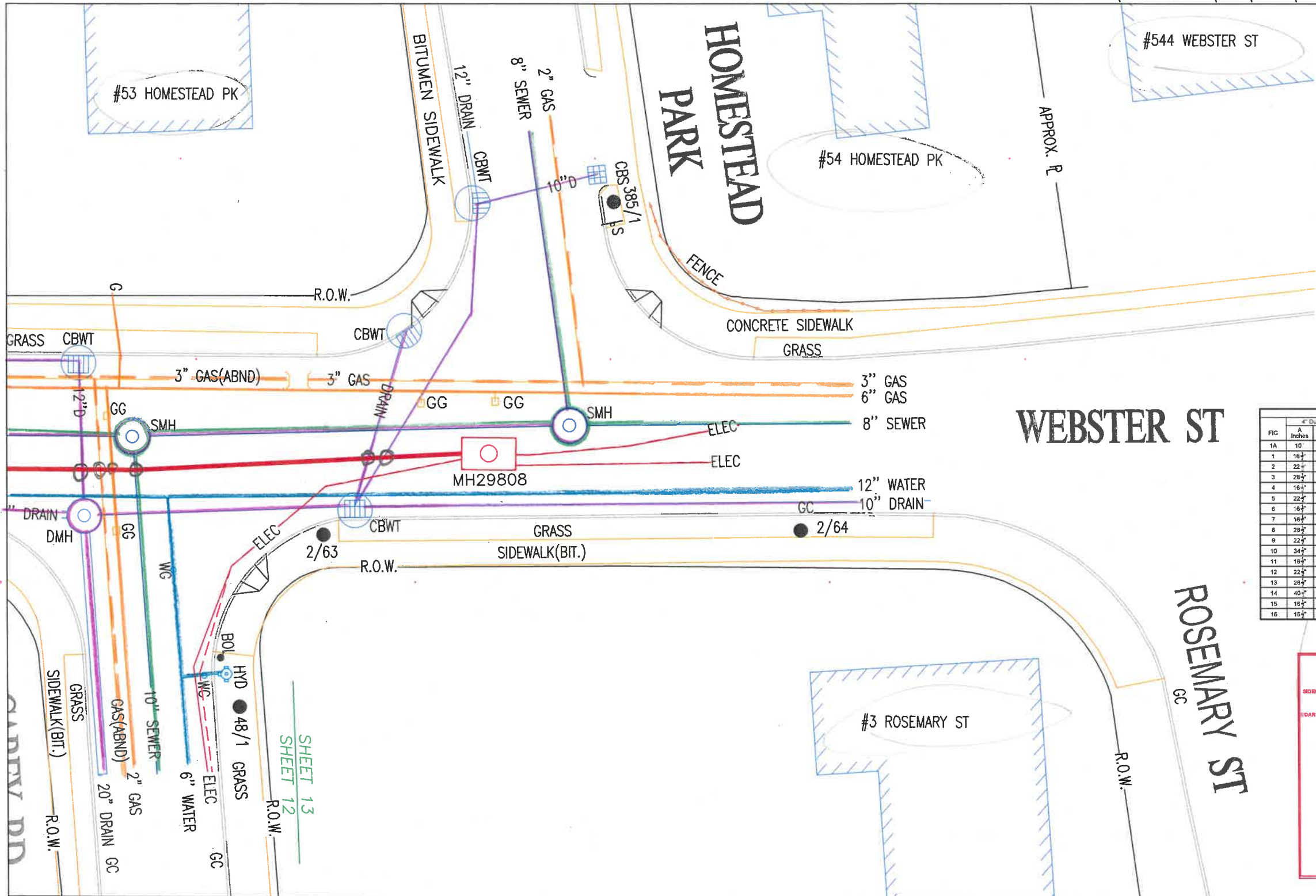
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Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	12 of 13



DIMENSIONS						
FIG	4" Ducts		5" Ducts		6" Ducts	
	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16 1/2"	10 1/2"	18 1/2"	11 1/2"	21"	12 1/2"
2	22 1/2"	10 1/2"	25 1/2"	11 1/2"	29"	12 1/2"
3	28 1/2"	10 1/2"	32 1/2"	11 1/2"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	18 1/2"	21"	21"
5	22 1/2"	16 1/2"	25 1/2"	18 1/2"	29"	21"
6	16 1/2"	22 1/2"	18 1/2"	25 1/2"	21"	29"
7	16 1/2"	28 1/2"	18 1/2"	32 1/2"	21"	37"
8	28 1/2"	16 1/2"	32 1/2"	18 1/2"	37"	21"
9	22 1/2"	22 1/2"	25 1/2"	25 1/2"	29"	29"
10	34 1/2"	16 1/2"	39 1/2"	18 1/2"	45"	21"
11	16 1/2"	34 1/2"	18 1/2"	39 1/2"	21"	45"
12	22 1/2"	26 1/2"	25 1/2"	32 1/2"	29"	37"
13	28 1/2"	22 1/2"	32 1/2"	25 1/2"	37"	29"
14	40 1/2"	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"
15	16 1/2"	40 1/2"	18 1/2"	46 1/2"	21"	53 1/2"
16	15 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"

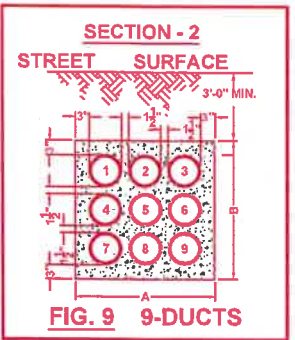


FIG. 9 9-DUCTS

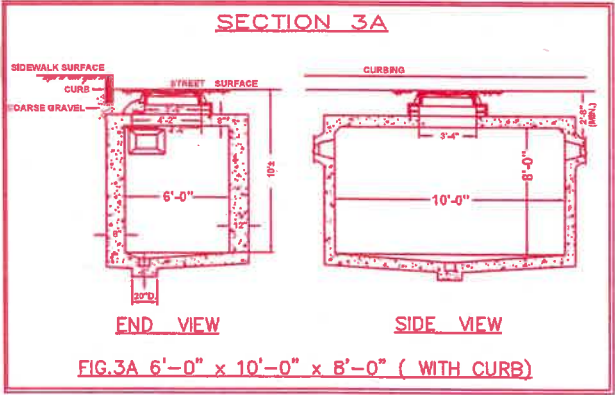
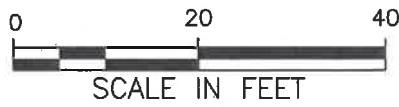


FIG. 3A 6'-0" x 10'-0" x 8'-0" (WITH CURB)



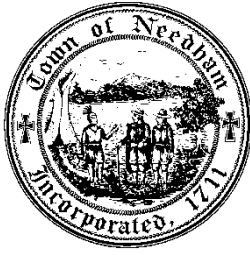
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C#	294-23
Ward #	
Work Order #	12815651
Surveyed by:	SJ/GR
Research by:	GR
Plotted by:	SJ
Proposed Structures:	
Approved:	K. RICE
P#	

NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET
	NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	13 of 13



NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:15 p.m. on Tuesday, December 17, 2024 in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Eversource Energy dated August 14, 2024 to install approximately three thousand three hundred eighteen feet of conduit and seven new manholes in Webster Street. The reason for this work is to support the power requirements for the MWRA tunnel project.

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

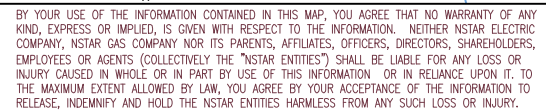
You are invited to a Zoom webinar:

<https://us02web.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRfJoQT09>

Passcode: 652800

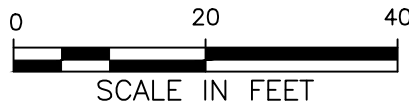
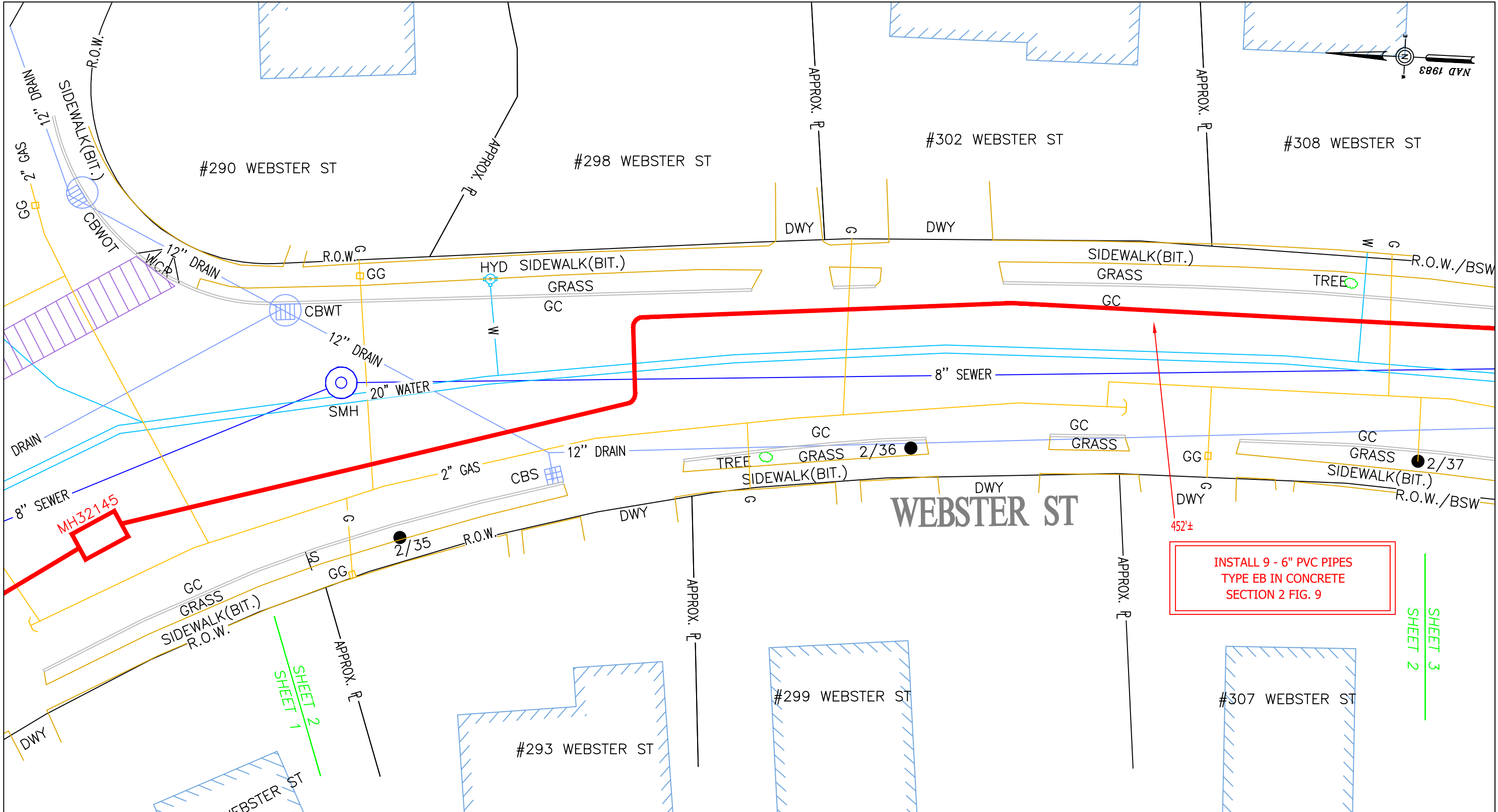
Webinar ID: 826 0101 3229

Dated: December 10, 2024



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Ward #		
Work Order # 12815651		
Surveyed by: SJ/GR	Plan of	WEBSTER STREET
Research by: GR		NEEDHAM
Plotted by: SJ	Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Proposed Structures: SJ		
Approved: K. RICE	Scale	1"=20' Date APRIL 26, 2024
P#	SHEET	1 of 13



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C# 294-23

Ward #

Work Order # 12815651

Surveyed by: SJ/GR

Research by: GR

Plotted by: SJ

Proposed Structures: SJ

Approved: K. RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

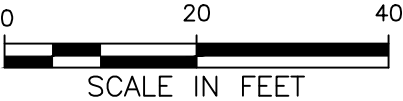
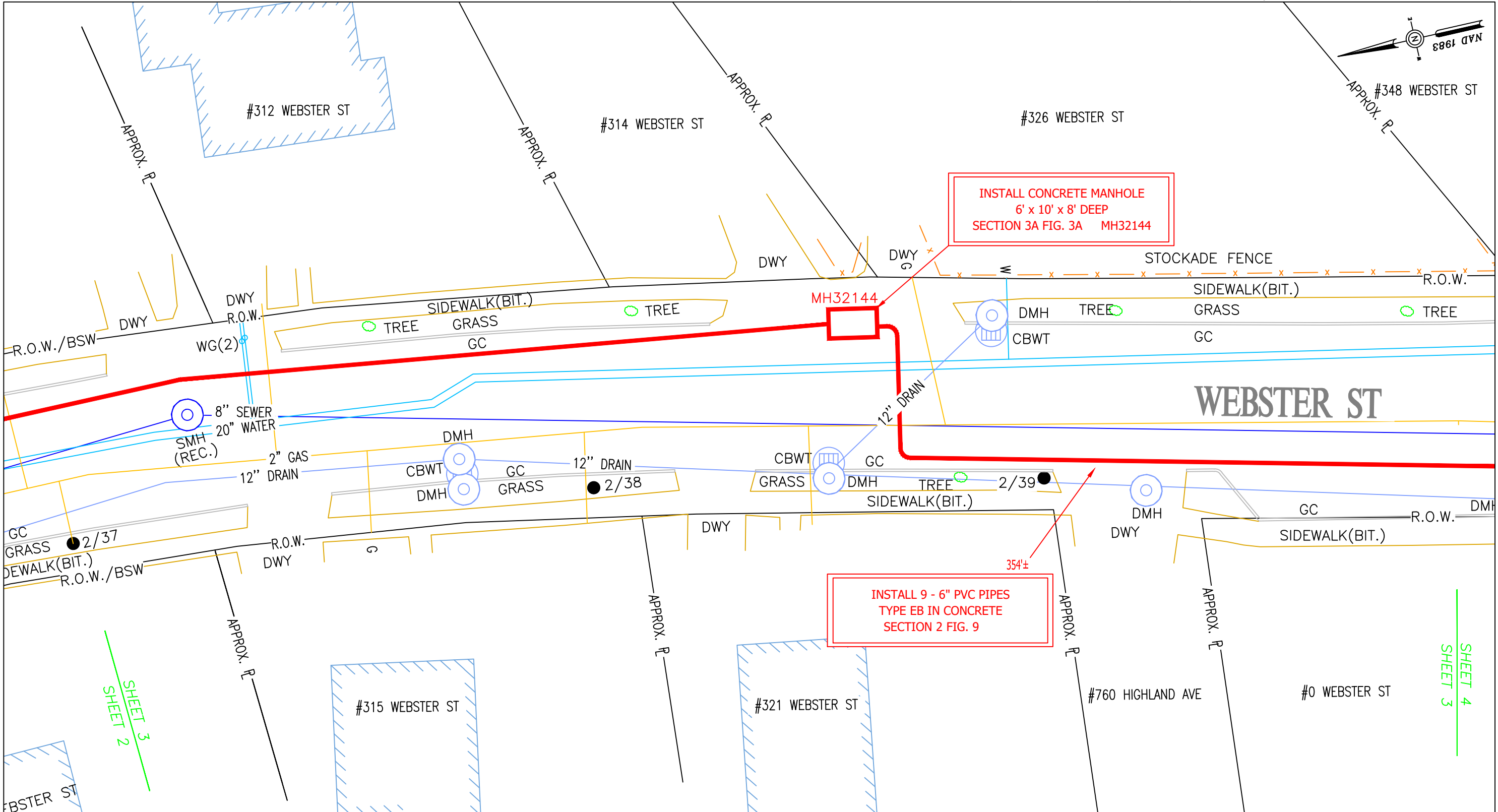
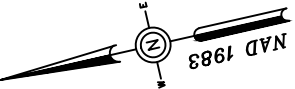
Plan of WEBSTER STREET
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20' Date APRIL 26, 2024

SHEET 2 of 13

SHEET 3
SHEET 2



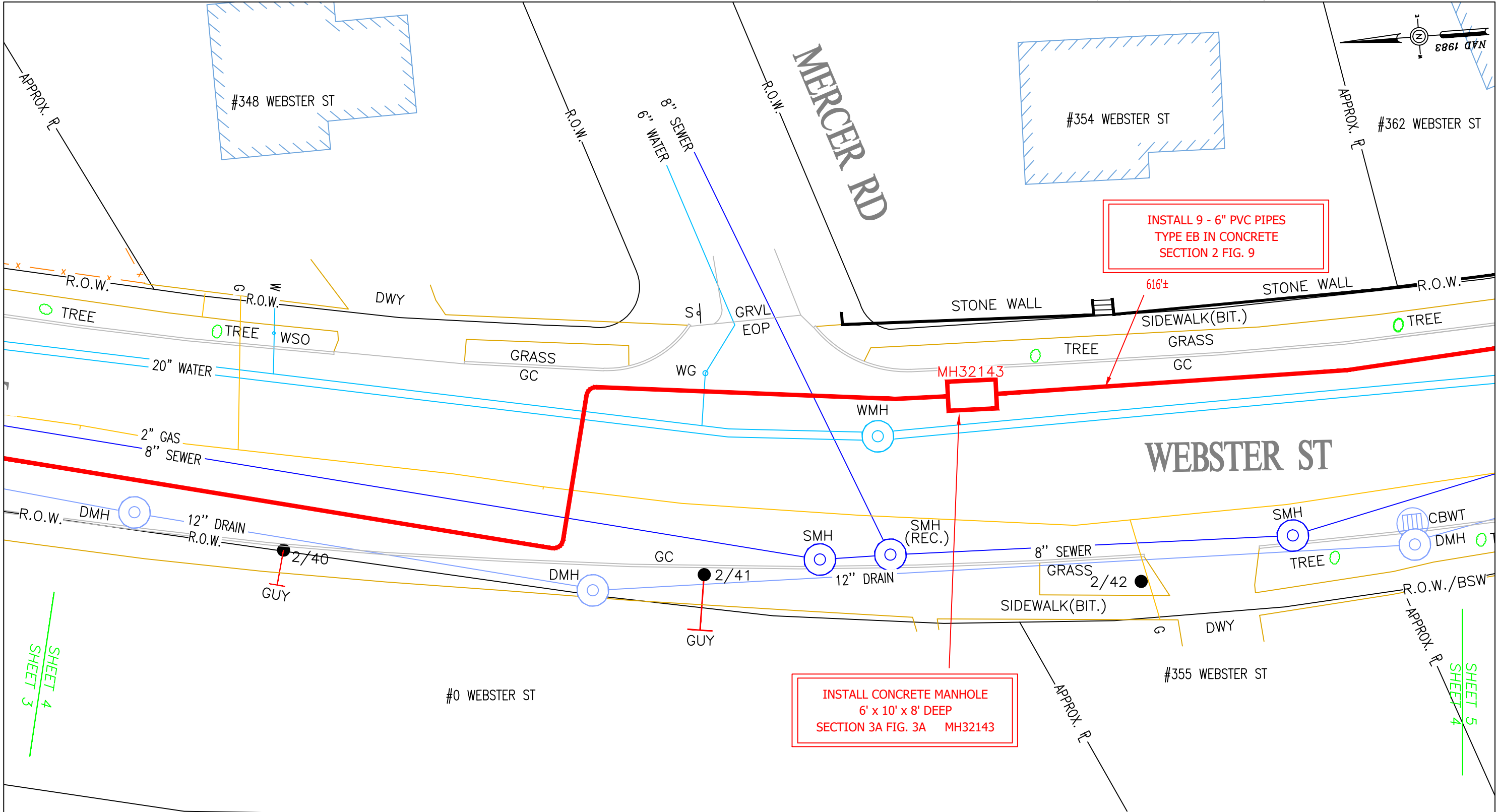
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NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	3 of 13

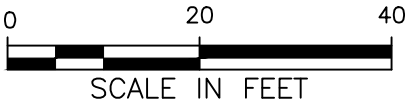


INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9

INSTALL CONCRETE MANHOLE
6' x 10' x 8' DEEP
SECTION 3A FIG. 3A MH32143

SHEET 4
SHEET 3

SHEET 4
SHEET 5

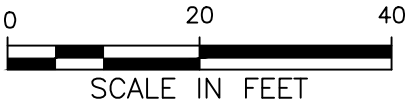
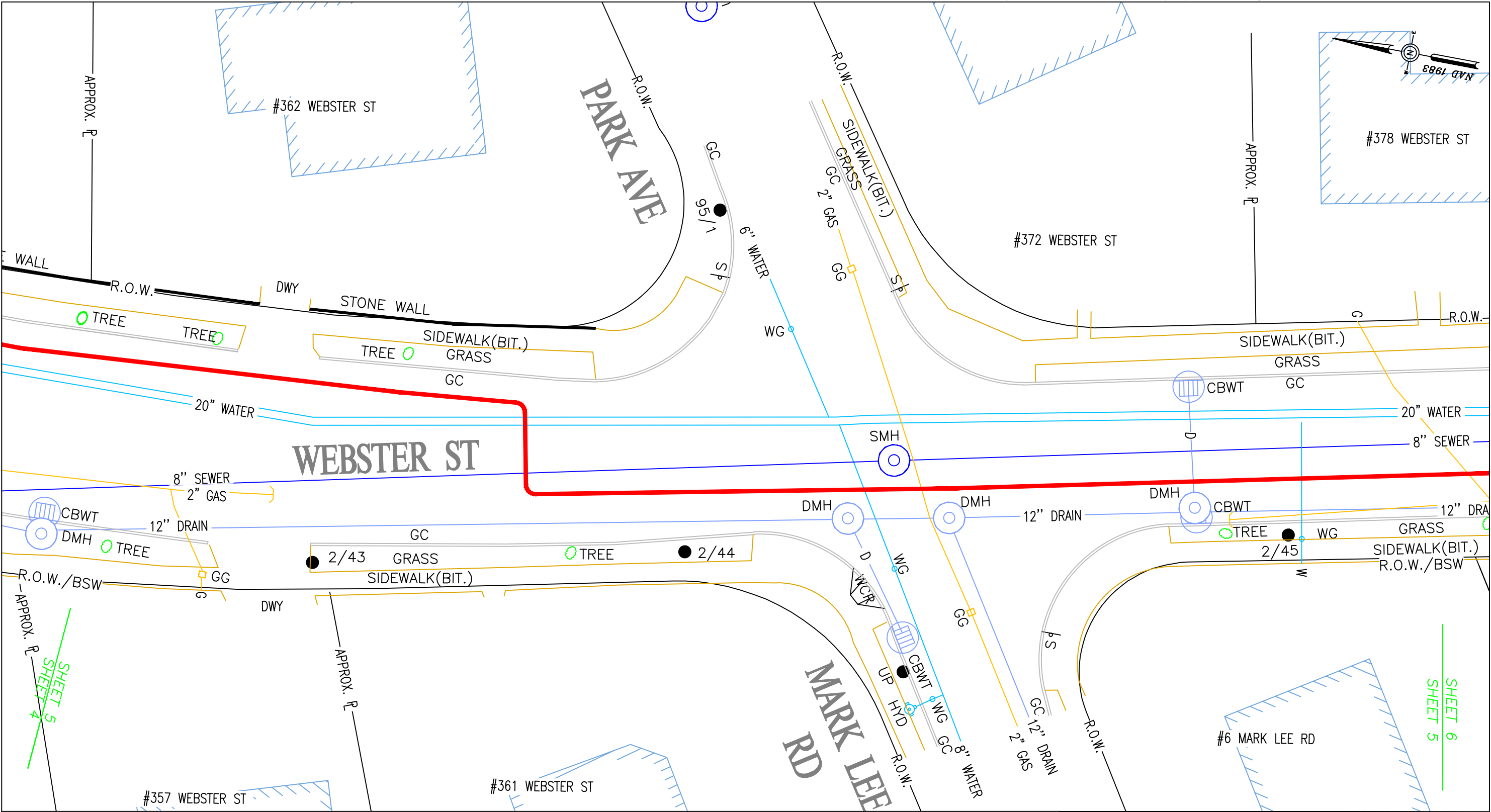


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Ward #	Plan of WEBSTER STREET NEEDHAM	
Work Order # 12815651	Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS	
Surveyed by: SJ/GR	Scale 1"=20'	
Research by: GR	Date APRIL 26, 2024	
Plotted by: SJ	SHEET 4 of 13	
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C# 294-23

Ward #

Work Order # 12815651

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Plotted by: SJ

Proposed Structures:

Approved: K. RICE

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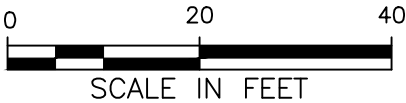
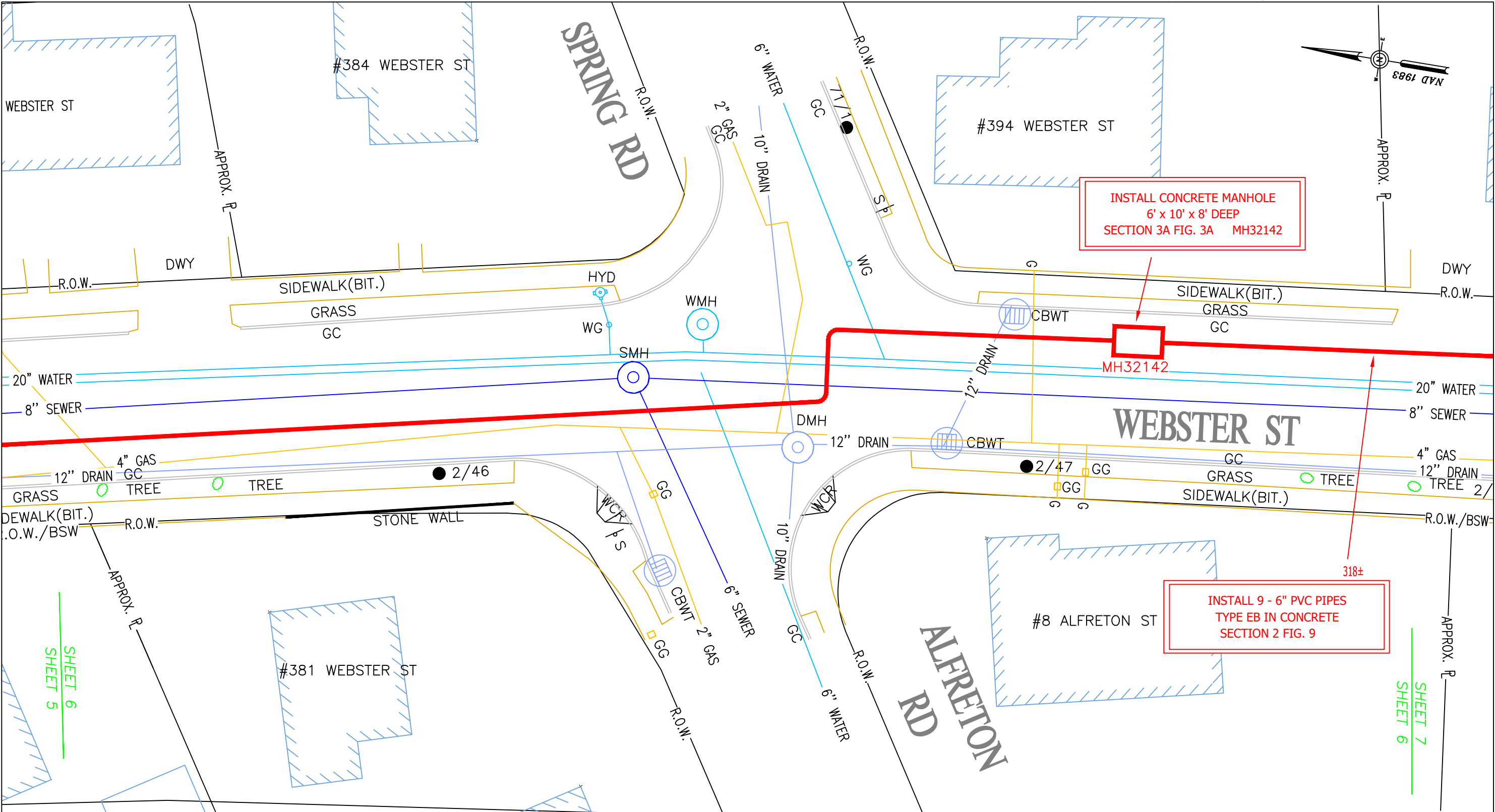
Plan of WEBSTER STREET
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20'

Date APRIL 26, 2024

SHEET 5 of 13

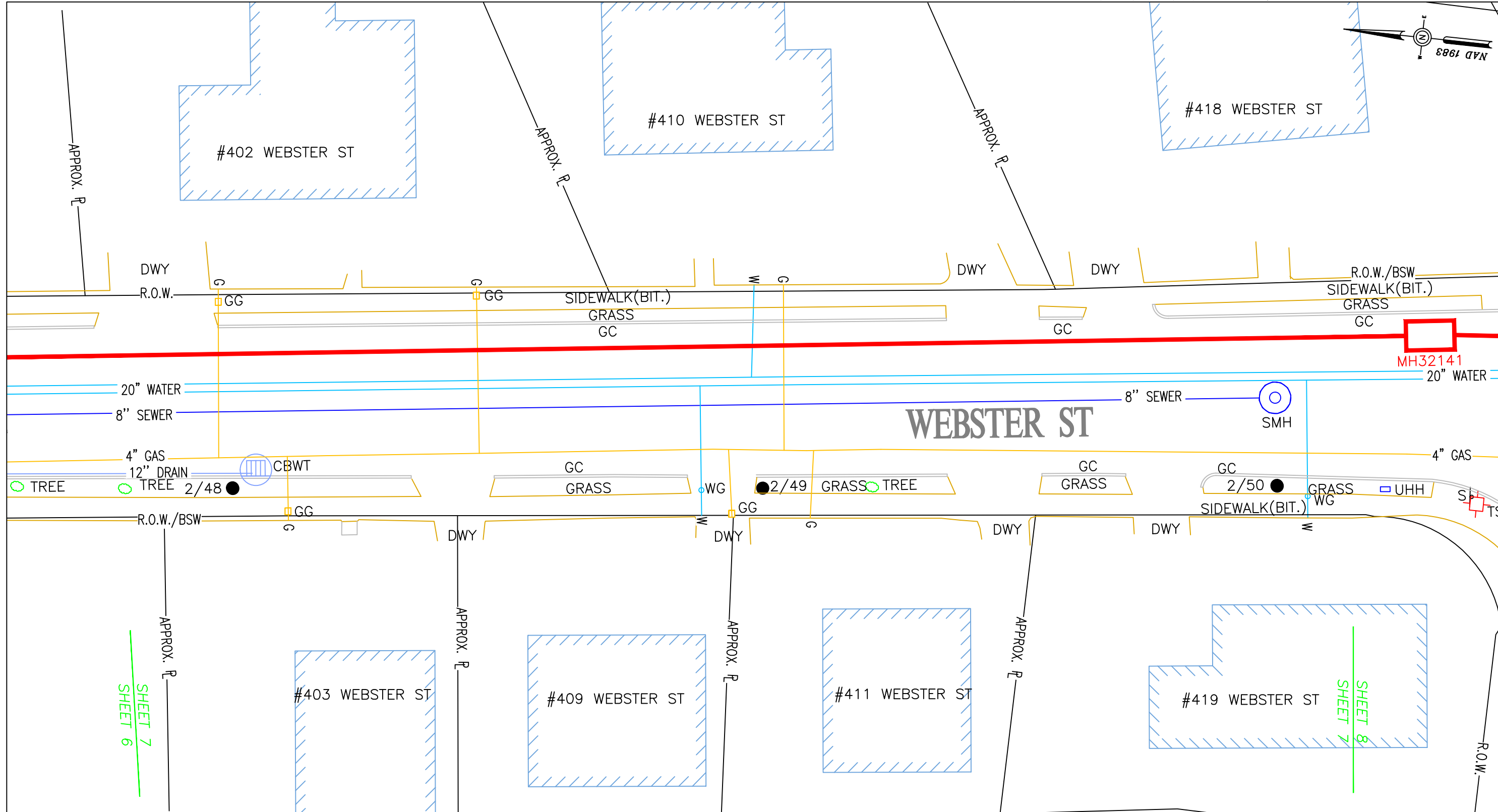
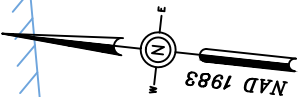


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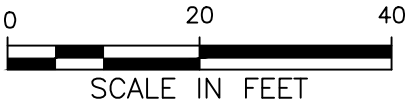
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Ward #		
Work Order # 12815651	Plan of	WEBSTER STREET
Surveyed by: SJ/GR		NEEDHAM
Research by: GR	Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Plotted by: SJ		
Proposed Structures:		
Approved: K. RICE	Scale	1"=20'
P#	SHEET	6 of 13
	Date	APRIL 26, 2024



SHEET 7
SHEET 6

SHEET 7
SHEET 8



SCALE IN FEET

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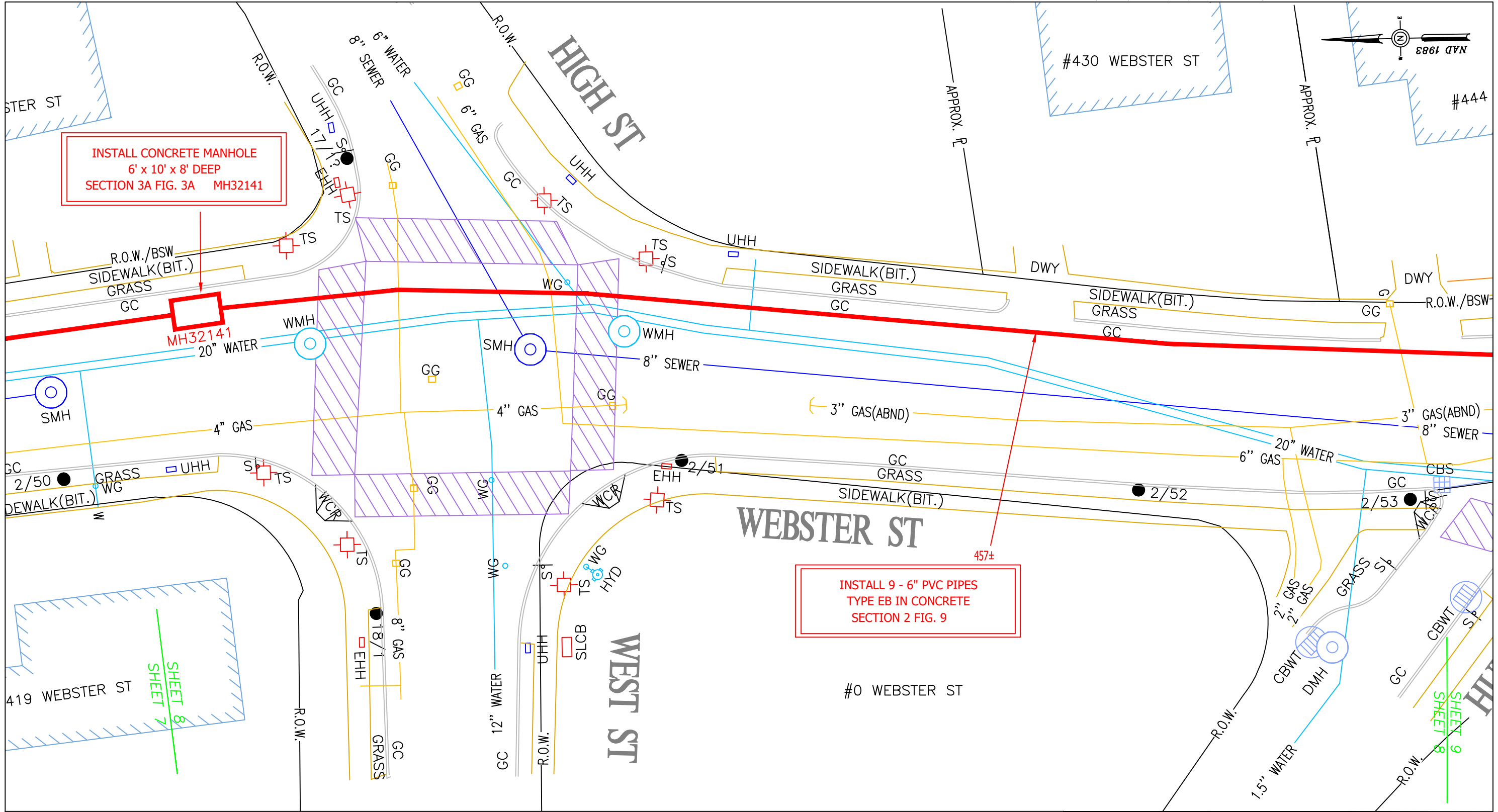
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ELECTRIC
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Plan of	WEBSTER STREET NEEDHAM		
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS		
Scale	1"=20'	Date	APRIL 26, 2024
SHEET	7 of 13		



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Proposed Structures:

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Plan of WEBSTER STREET

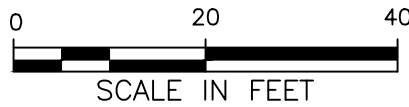
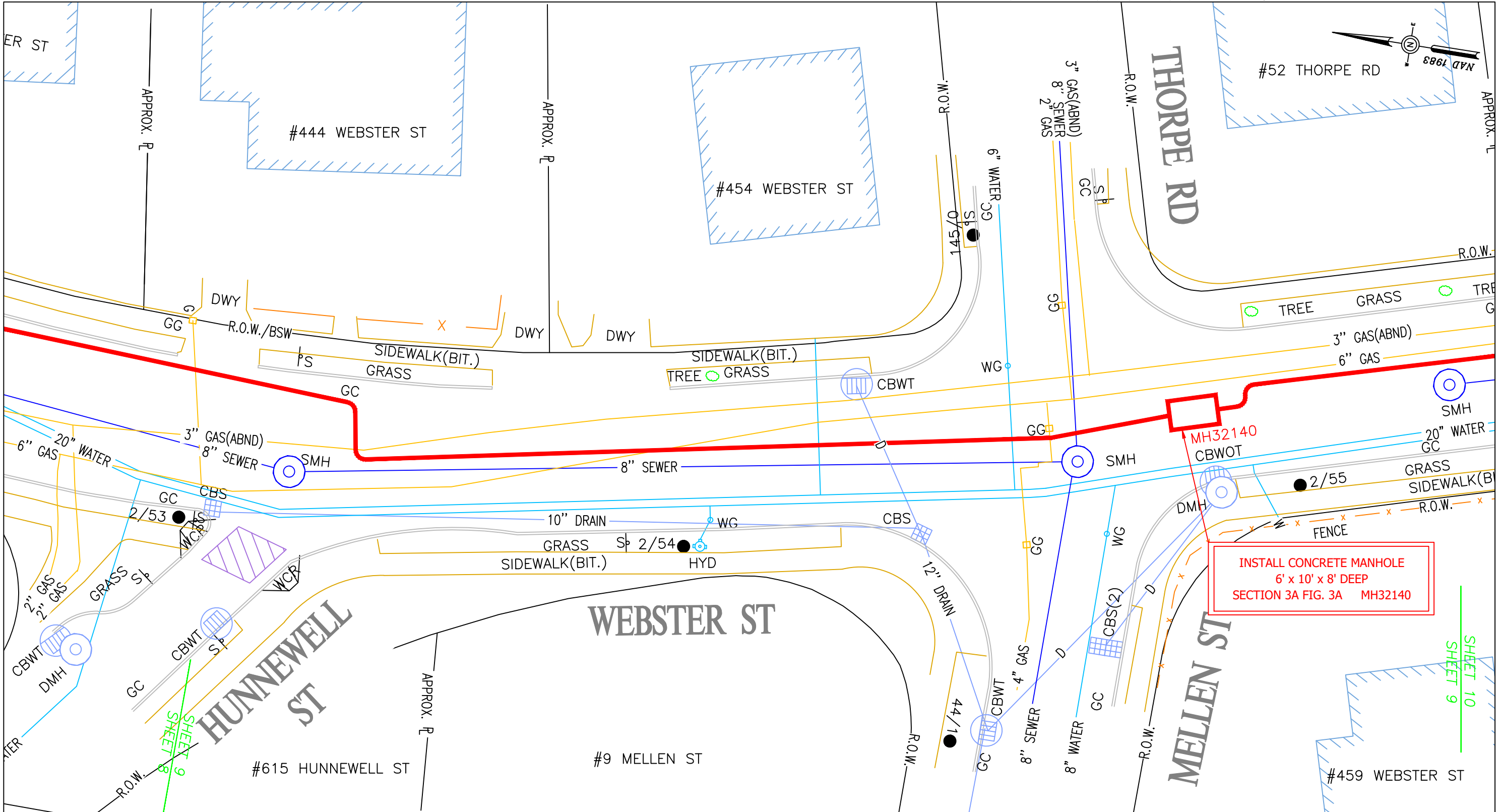
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20'

Date APRIL 26, 2024

SHEET 8 of 13



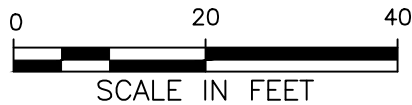
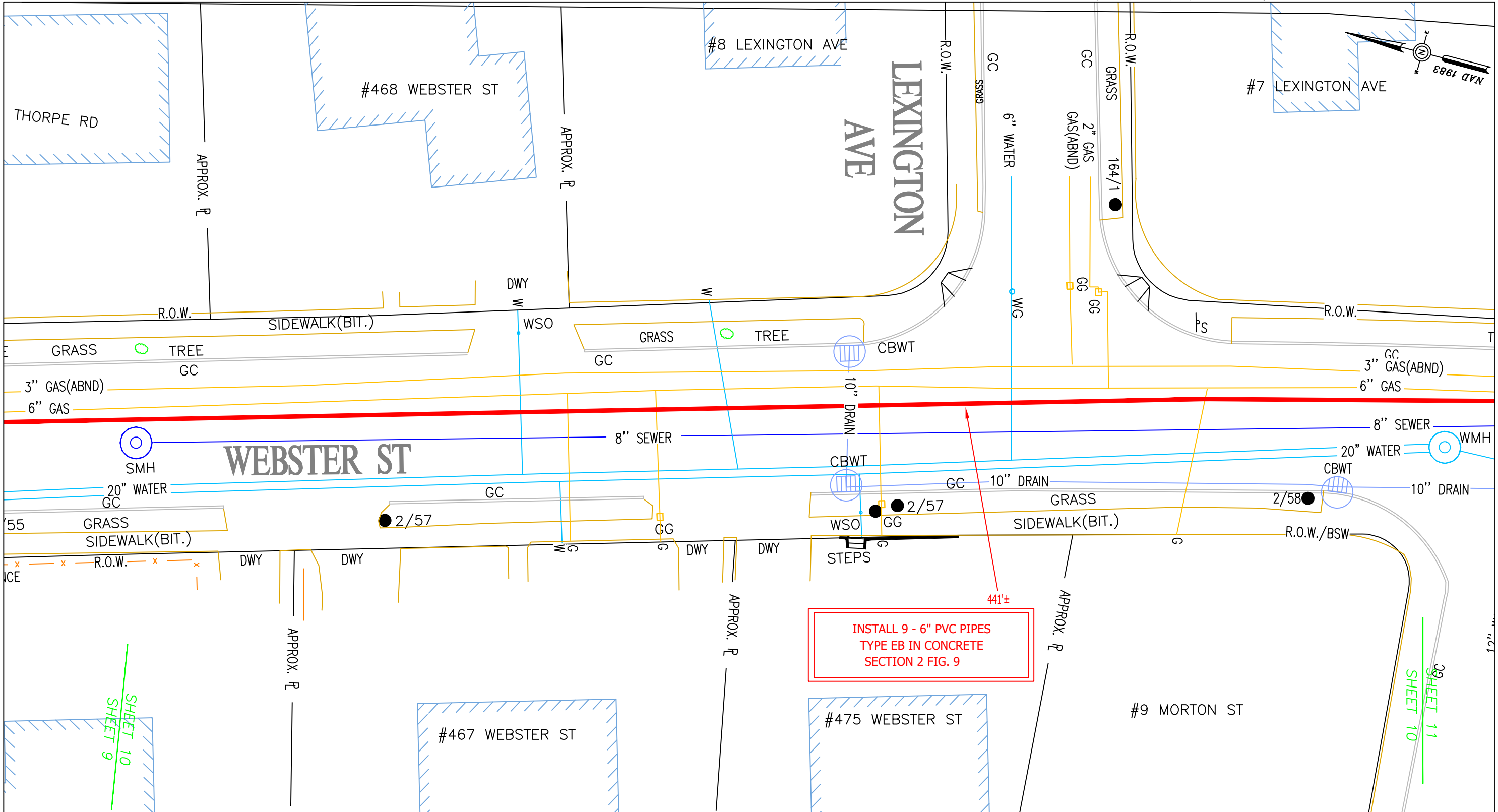
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Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
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SHEET	9 of 13



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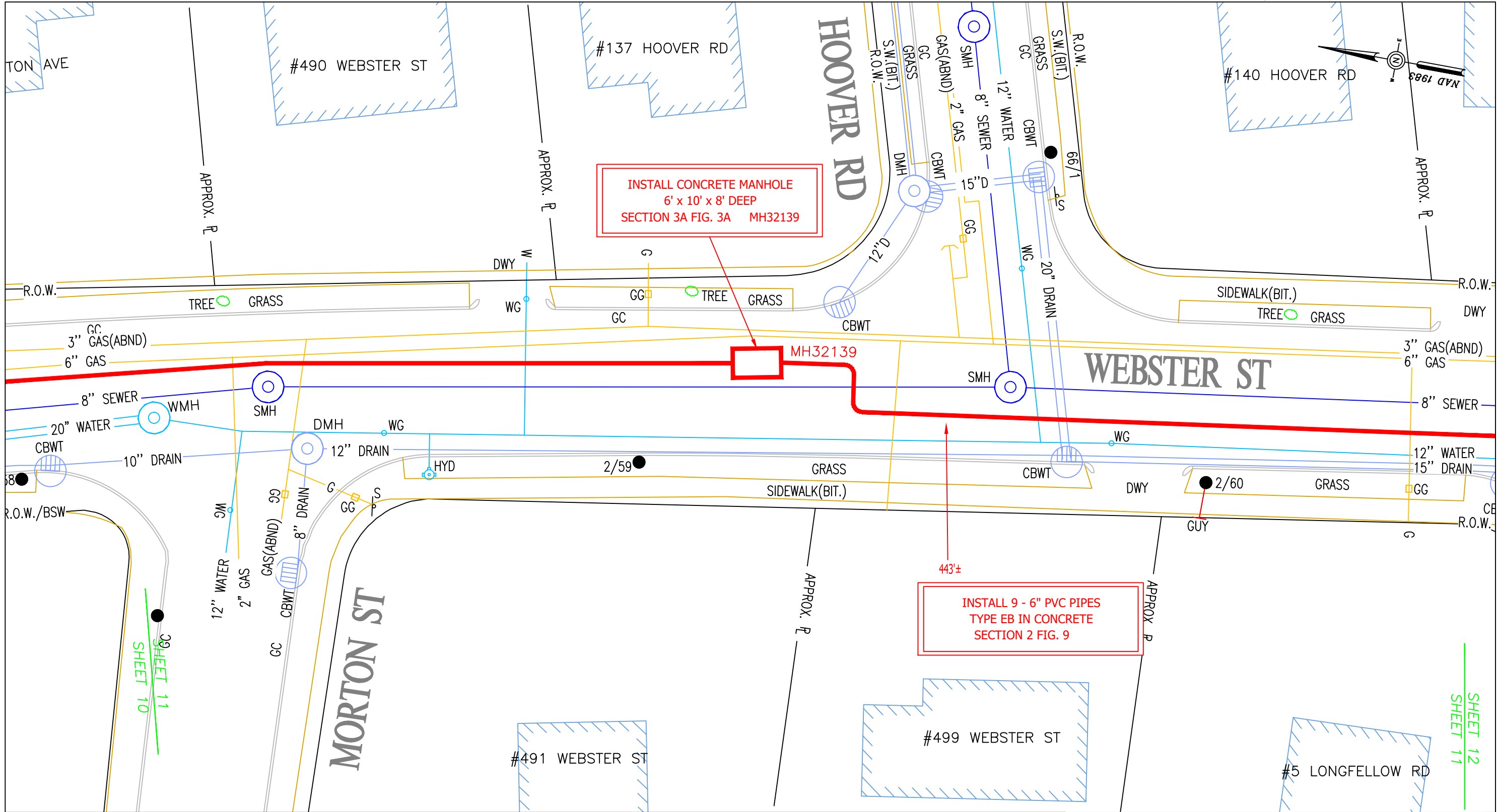
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Plan of WEBSTER STREET
NEEDHAM

Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

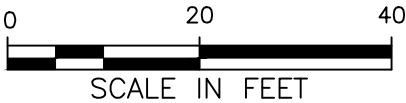
Scale 1"=20' Date APRIL 26, 2024

SHEET 10 of 13



INSTALL CONCRETE MANHOLE
6' x 10' x 8' DEEP
SECTION 3A FIG. 3A MH32139

INSTALL 9 - 6" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 9



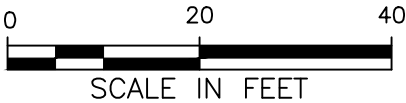
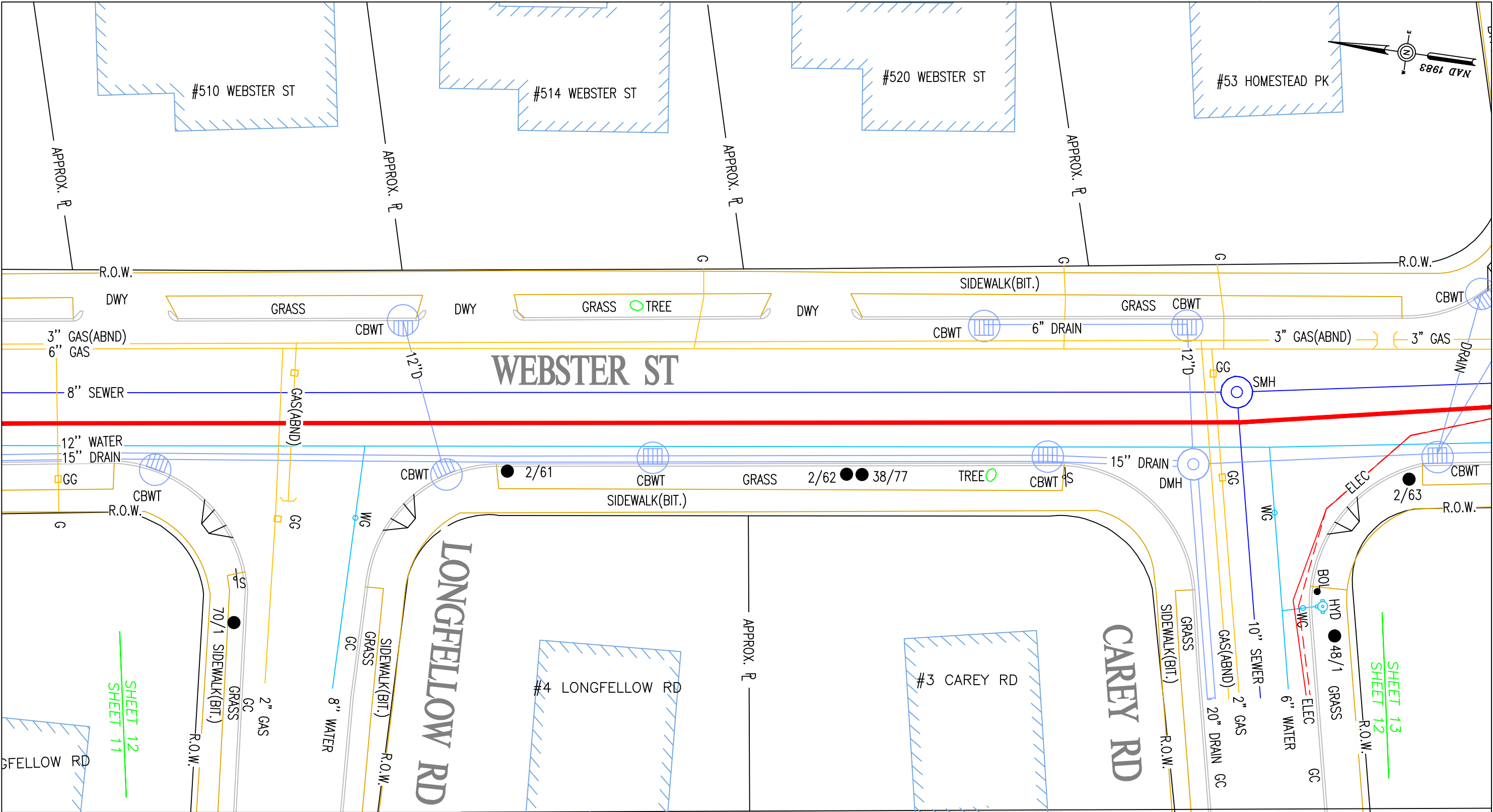
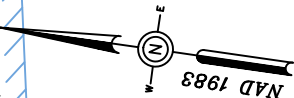
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MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 294-23
Ward #
Work Order # 12815651
Surveyed by: SJ/GR
Research by: GR
Plotted by: SJ
Proposed Structures:
Approved: K. RICE
P#

NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	11 of 13



SCALE IN FEET

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C# 294-23

Ward #

Work Order # 12815651

Surveyed by: SJ/GR

Research by: GR

Plotted by: SJ

Proposed Structures:

Approved: K. RICE

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

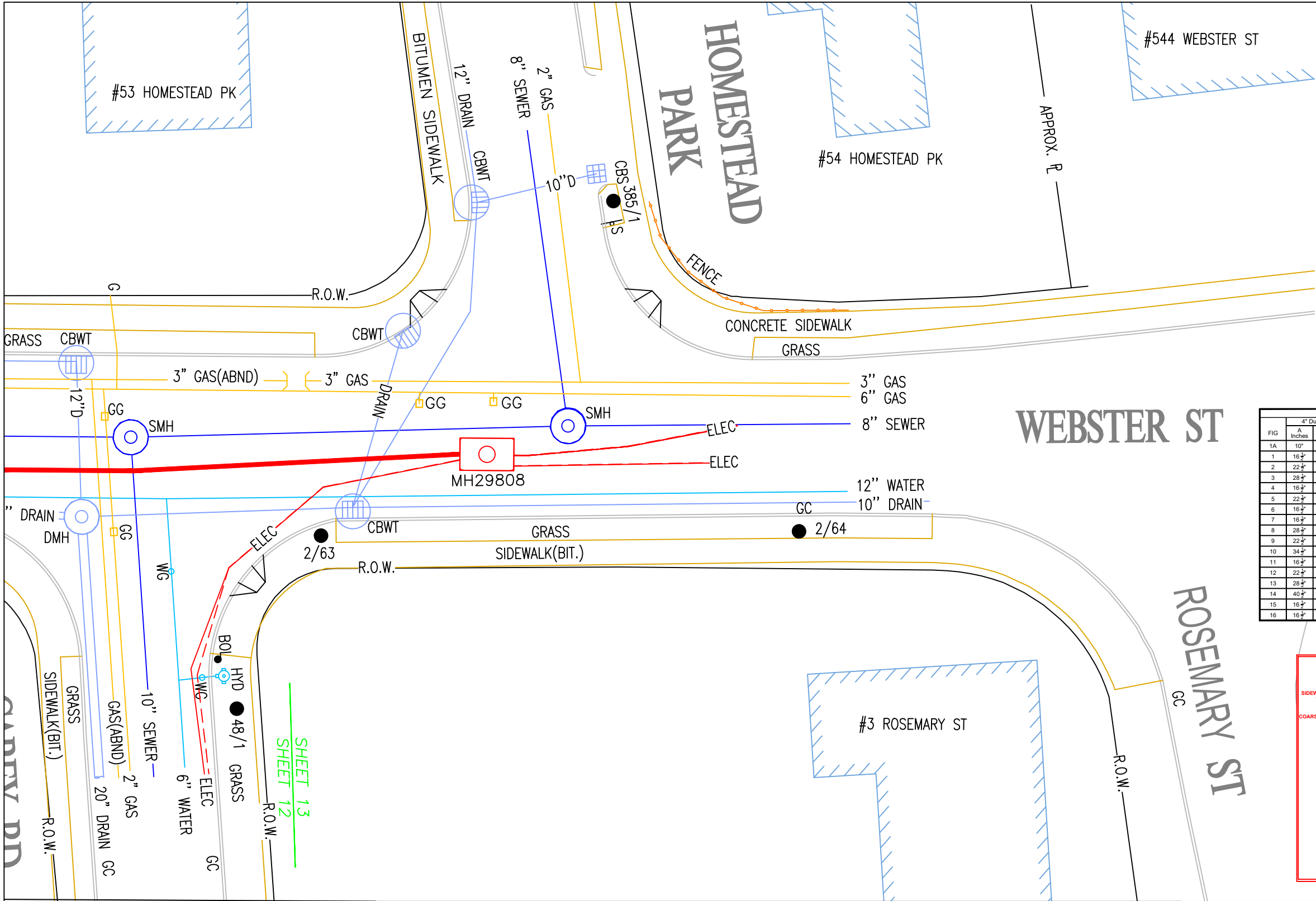
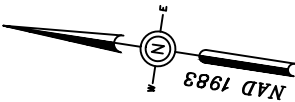
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WEBSTER STREET
NEEDHAM

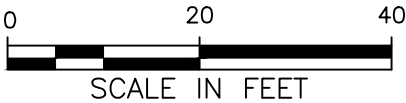
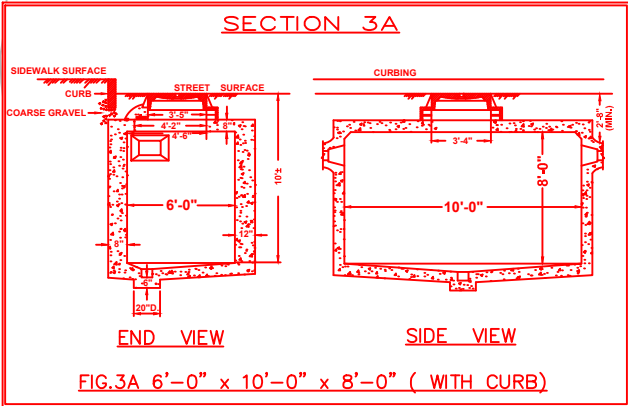
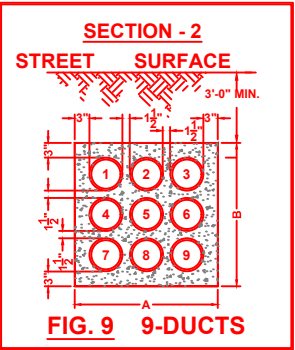
Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

Scale 1"=20'
SHEET 12 of 13

Date APRIL 26, 2024



DIMENSIONS						
FIG	4" Ducts		5" Ducts		6" Ducts	
	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16 1/2"	10 1/2"	18 1/2"	11 1/2"	21"	12 1/2"
2	22 1/2"	10 1/2"	25 1/2"	11 1/2"	29"	12 1/2"
3	28 1/2"	10 1/2"	32 1/2"	11 1/2"	37"	12 1/2"
4	16 1/2"	16 1/2"	18 1/2"	18 1/2"	21"	21"
5	22 1/2"	16 1/2"	25 1/2"	18 1/2"	29"	21"
6	16 1/2"	22 1/2"	18 1/2"	25 1/2"	21"	29"
7	16 1/2"	28 1/2"	18 1/2"	32 1/2"	21"	37"
8	28 1/2"	16 1/2"	32 1/2"	18 1/2"	37"	21"
9	22 1/2"	22 1/2"	25 1/2"	25 1/2"	29"	29"
10	34 1/2"	16 1/2"	39 1/2"	18 1/2"	45"	21"
11	16 1/2"	34 1/2"	18 1/2"	39 1/2"	21"	45"
12	22 1/2"	28 1/2"	25 1/2"	32 1/2"	29"	37"
13	28 1/2"	22 1/2"	32 1/2"	25 1/2"	37"	29"
14	40 1/2"	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"
15	16 1/2"	40 1/2"	18 1/2"	46 1/2"	21"	53 1/2"
16	16 1/2"	46 1/2"	18 1/2"	53 1/2"	21"	61"



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C#	294-23
Ward #	
Work Order #	12815651
Surveyed by:	SJ/GR
Research by:	GR
Plotted by:	SJ
Proposed Structures:	
Approved:	K. RICE
P#	

NSTAR ELECTRIC d/b/a EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of	WEBSTER STREET NEEDHAM
Showing	PROPOSED MANHOLE AND CONDUIT LOCATIONS
Scale	1"=20'
Date	APRIL 26, 2024
SHEET	13 of 13

WEBSTER STREET - HIGHLAND AVENUE TO ROSEMARY STREET GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/061.0-0025-0000.0	BIAGINI, WILLIAM &	BIAGINI, SUSAN	520 WEBSTER ST	NEEDHAM	MA	02492-
199/063.0-0024-0000.0	JONASSON, CARL H		P.O. BOX 845	NEEDHAM HT MA		02494-
199/063.0-0047-0000.0	GAULTZ-TEICHNER, LISA TR		615 HUNNEWELL ST	NEEDHAM	MA	02494-
199/064.0-0078-0000.0	SMITH, MATTHEW C. &	SMITH, ADENA M	430 WEBSTER ST	NEEDHAM HT MA		02494-
199/068.0-0056-0000.0	LOVELAND, BENJAMIN &	MA, CAROLINE	28 MERCER RD	NEEDHAM	MA	02492-
199/069.0-0007-0000.0	KLEIN, LAURA E. &	GOLDBERG, ANDREW N	403 WEBSTER ST	NEEDHAM	MA	02492-
199/069.0-0012-0000.0	BARKER, SCOTT E. &	BARKER, CATHERINE J	13 WEST ST	NEEDHAM HT MA		02494-
199/070.0-0011-0000.0	MCLAUGHLIN, DENIS J JR +	MCLAUGHLIN, ELIZABETH A	307 WEBSTER ST	NEEDHAM HT MA		02494-
199/070.0-0024-0006.0	SHEA, MICHAEL J. & MARY ELLEN SF TRUST OF 2016	SUPOWIT CHERYL A	760 HIGHLAND AVE #6	NEEDHAM	MA	02494-
199/070.0-0024-0010.0	FORMAN HOWARD W &	VON KALLENBACH, DEAN G	760 HIGHLAND AVE UNIT 10	NEEDHAM HT MA		02494-
199/070.0-0024-0017.0	MURPHY, SUSAN J. &	SHOCKET, SHARI D.	PO BOX 1362	SEQUIM	WA	98382-
199/071.0-0048-0012.0	SHOCKET, ALAN H. &		12 GREENDALE AVE UNIT 1A	NEEDHAM	MA	02494-
199/071.0-0068-0000.0	GOTTESMAN, MICHAEL D. & ELIS THE GOTTESMAN REVOCABLE TRUST		302 WEBSTER ST	NEEDHAM	MA	02494-
199/062.0-0001-0000.0	HANDEL, MAURICE P. &	HANDEL, ELIZABETH	3 ROSEMARY ST	NEEDHAM	MA	02494-
199/062.0-0069-0000.0	BURTON, JAMES &	BURTON, JENNIFER L	491 WEBSTER ST	NEEDHAM	MA	02492-
199/063.0-0025-0001.0	CHOI, HAK SOO &	CHOI ANNA WONUNG	459 WEBSTER ST	NEEDHAM	MA	02492-
199/063.0-0048-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/064.0-0015-0000.0	MACDUFF, DOUGLAS G		468 WEBSTER ST	NEEDHAM HT MA		02494-
199/064.0-0080-0000.0	KRUEGER, CATHERINE F. TR	CATHERINE F. KRUEGER REALTY TRUST	21 EUCLID AVE	NATICK	MA	01760-
199/064.0-0092-0000.0	MULLEN, RICHARD J. &	MULLEN, KAREN A	410 WEBSTER ST	NEEDHAM HT MA		02494-
199/068.0-0019-0000.0	402 WEBSTER ST CONDOMINIUM		402 WEBSTER ST	NEEDHAM	MA	02494-
199/069.0-0009-0000.0	STERN, GLENN D. &	DAVIDSON, DAPHNE M	411 WEBSTER ST	NEEDHAM HT MA		02494-
199/070.0-0005-0000.0	TOWN OF NEEDHAM	HEIGHTS FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/070.0-0024-0001.0	VOSKANIAN, SHAUNT &	VOSKANIAN, JESSICA	760 HIGHLAND AVE UNIT 1	NEEDHAM	MA	02492-
199/071.0-0048-0000.0	GREENDALE COMMONS CONDOM MASTER DEED		12 - 14 GREENDALE AVE	NEEDHAM	MA	02494-
199/226.0-0002-0000.0	JOHNSON, ROLAND G. &	JOHNSON, DEBORAH A	551 WEBSTER ST	NEEDHAM HT MA		02494-
199/061.0-0063-0000.0	SCARDINO, PHILIP G. & TERESA G SCARDINO JOINT REVOCABLE TRUST		490 WEBSTER ST	NEEDHAM HT MA		02494-
199/062.0-0068-0000.0	PATEL, NAYAN S. &	PATEL, STEPHANIE M	499 WEBSTER ST	NEEDHAM	MA	02494-
199/063.0-0001-0000.0	CALZADA, JORGE &	CALZADA, KATHERINE B	9 MORTON ST	NEEDHAM HT MA		02494-
199/063.0-0002-0000.0	GARRETT-ENGEL, PHILIP TR. &	GARRETT-ENGEL, CARRIE TR	475 WEBSTER ST	NEEDHAM	MA	02494-
199/068.0-0019-0404.0	POSSON, NANCY L.		404 WEBSTER ST, UNIT 1	NEEDHAM	MA	02494-
199/068.0-0049-0000.0	MCGOVERN, BARBARA H. TR.	BARBARA H. MCGOVERN 2022 FAMILY TRUS	362 WEBSTER ST	NEEDHAM	MA	02494-
199/068.0-0057-0000.0	MATHIAS, FELICIA D. &	MATHIAS, MICHAEL M	354 WEBSTER ST	NEEDHAM HT MA		02494-
199/070.0-0024-0009.0	MURPHY, ALFRED J JR. & LORRAI MURPHY REVOCABLE TRUST		760 HIGHLAND AVE UNIT 9	NEEDHAM	MA	02494-
199/071.0-0062-0000.0	OSBORN, MICHAEL E		21 MERCER RD	NEEDHAM	MA	02494-
199/071.0-0064-0000.0	KOLEWE, MARTIN E. &	VASALOU, CHRISTINA	326 WEBSTER ST	NEEDHAM HT MA		02494-
199/071.0-0066-0000.0	LANE, MARK R &	BUTLER-LANE, JANE	312 WEBSTER ST	NEEDHAM HT MA		02494-
199/071.0-0069-0000.0	KUHLMAN, WILLIAM J. &	KUHLMAN, JODINE E	298 WEBSTER ST	NEEDHAM	MA	02494-
199/061.0-0026-0000.0	BERG, MICHAEL B. &	LIN, LINDA	514 WEBSTER ST	NEEDHAM HT MA		02494-
199/064.0-0014-0000.0	DOLLASE, RICHARD H +	DOLLASE, ROBERTA E	8 LEXINGTON AVE	NEEDHAM HT MA		02494-
199/064.0-0076-0000.0	CASEY, JAMES P. &	CASEY, JUDITH S	444 WEBSTER ST	NEEDHAM HT MA		02494-

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

for the Needham Board of Assessors.....*Paula A. Webster*.....

WEBSTER STREET - HIGHLAND AVENUE TO ROSEMARY STREET GOL

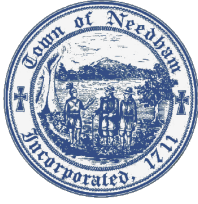
PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/068-0-0019-0402.0	KATZ, EDEY F		402 WEBSTER ST	NEEDHAM	MA	02492-
199/068-0-0020-0000.0	WARNER, MARK B. &	WARNER, MARY BETH	394 WEBSTER ST	NEEDHAM HT MA		02494-
199/069-0-0003-0000.0	EVANS, ELEANOR A. &	MONTGOMERY, DAVID P	361 WEBSTER ST	NEEDHAM HT MA		02494-
199/069-0-0006-0000.0	SHNEYDER, GARRI &	ARONOW, ILISA J	8 ALFRETON RD	NEEDHAM HT MA		02494-
199/069-0-0010-0000.0	FISCH, MICHAEL &	FISCH, SUDESHNA	419 WEBSTER ST	NEEDHAM	MA	02492-
199/069-0-0011-0000.0	ROMERO, MARIA E. TR	MARIA E. ROMERO REVOCABLE TRUST	7 WEST ST	NEEDHAM	MA	02494-
199/070-0-0024-0002.0	BONASIA, ROBERT		760 HIGHLAND AVE UNIT 2	NEEDHAM HT MA		02494-
199/070-0-0024-0007.0	JACQUES, STEVEN N. &	JACQUES, KATHERINE P.	41 HANCOCK RD	NEEDHAM	MA	02492-
199/070-0-0024-0013.0	LEVINSKY, ANDREW R. TR.	HIGHLAND AVENUE REALTY TRUST	760 HIGHLAND AVE APT 13	NEEDHAM	MA	02492-
199/070-0-0024-0020.0	FRIEDMAN, MARK		760 HIGHLAND AVE, UNIT 20	NEEDHAM	MA	02494-
199/071-0-0047-0000.0	TEMPLE BETH SHALOM		670 HIGHLAND AVE	NEEDHAM	MA	02494-
199/055-0-0099-0000.0	WANG, HE &	ZHANG, LIWEI	550 WEBSTER ST	NEEDHAM	MA	02494-
199/061-0-0022-0000.0	MCKENNEY, KEVIN B. &	MCKENNEY, KATHERINE G	544 WEBSTER ST	NEEDHAM	MA	02494-
199/061-0-0023-0000.0	SCHNEIER, ADAM B. &	SCHNEIER, JENNIFER	54 HOMESTEAD PK	NEEDHAM	MA	02492-
199/062-0-0066-0000.0	JANEK, BRUCE F. & GRACE M. TR. BRUCE F. JANEK REVOCABLE TRUST		11 LONGFELLOW RD	NEEDHAM HT MA		02494-
199/062-0-0067-0000.0	MANDEL, MARIA LAURA		5 LONGFELLOW RD	NEEDHAM HT MA		02494-
199/064-0-0079-0000.0	LANDRY, ROBERT O		9 HIGH ST	NEEDHAM	MA	02494-
199/068-0-0022-0000.0	HURD, RICHARD A. JR. &	HURD, JACQUELINE	378 WEBSTER ST	NEEDHAM HT MA		02494-
199/069-0-0015-0000.0	KUHLMEYER, MARTINA, TR		12 ALFRETON RD	NEEDHAM	MA	02494-
199/070-0-0010-0000.0	WEBSTER STREET II, INC		P. O. BOX 169, 989 CENTRAL A	NEEDHAM	MA	02492-
199/070-0-0013-0000.0	DOZARK, MARGARET R. TR	MARGARET R. DOZARK 2013 REVOCABLE	321 WEBSTER ST	NEEDHAM HT MA		02494-
199/070-0-0024-0003.0	GALLAGHER, CATHERINE		760 HIGHLAND AVE UNIT 3	NEEDHAM HT MA		02494-
199/070-0-0024-0019.0	THOMAS, SARAH P. TR	DOUGLAS I PIERCE IRREVOCABLE TRUST	760 HIGHLAND AVE UNIT 19	NEEDHAM	MA	02494-
199/070-0-0024-0023.0	AZCONA, NESTOR &	JAROSINSKI, ANNA	760 HIGHLAND AVE UNIT 23	NEEDHAM HT MA		02494-
199/062-0-0026-0000.0	SMITH, PATRICK F. & CLARE L. & DONNELLAN, MARIE E.		4 LONGFELLOW RD	NEEDHAM HT MA		02494-
199/063-0-0025-0000.0	459 WEBSTER STREET CONDOMINIUMS		459 WEBSTER ST	NEEDHAM	MA	02492-
199/068-0-0048-0000.0	LONDON, LAURA		372 WEBSTER ST	NEEDHAM HT MA		02494-
199/069-0-0001-0000.0	TSITSAS, GEORGE &	KITSAKI-TSITSAS, LAMBRINI	355 WEBSTER ST	NEEDHAM	MA	02494-
199/069-0-0008-0000.0	CONDON, GREGORY J. +	CONDON, SUSAN B	409 WEBSTER ST	NEEDHAM HT MA		02494-
199/069-0-0019-0000.0	TANTIRAS, APHRODITE	TANTIRAS, MEROP	11 ALFRETON ST	NEEDHAM	MA	02494-
199/070-0-0008-0000.0	KAHN, PAULA J. TR.	PAULA J KAHN LIVING TRUST	285 WEBSTER SR	NEEDHAM	MA	02494-
199/070-0-0012-0000.0	SMITH, LINDA A		315 WEBSTER ST	NEEDHAM	MA	02494-
199/070-0-0024-0014.0	WARREN, PATRICIA A.		760 HIGHLAND AVE UNIT 14	NEEDHAM	MA	02492-
199/070-0-0024-0016.0	MAIMON, JANE E		760 HIGHLAND AVE, UNIT 16	NEEDHAM HT MA		02494-
199/077-0-0014-0000.0	S-BNK NEEDHAM HEIGHTS, LLC		3234 RIVERVIEW LANE	DAYTONA BE FL		32118-
199/062-0-0025-0000.0	COFFMAN, ROBERT B. &	WEINSTEIN, ANNE W	3 CAREY RD	NEEDHAM HT MA		02494-
199/063-0-0025-0002.0	VIDAL, ERIC E. II &	VIDAL, COURTNEY H	2 MELLEN ST	NEEDHAM	MA	02494-
199/063-0-0027-0000.0	RIORDAN, SEAN &	RIORDAN, JACQUELINE	9 MELLEN ST	NEEDHAM	MA	02494-
199/064-0-0016-0000.0	DING, SHENG &	WU, MENGYUN	52 THORPE RD	NEEDHAM	MA	02494-
199/068-0-0021-0000.0	GREIS, MICHAEL J. +	GREIS, GLORIA P	384 WEBSTER ST	NEEDHAM	MA	02494-
199/069-0-0016-0000.0	OROZCO, SARA &	FRESINA, LORI	5 ALFRETON RD	NEEDHAM	MA	02494-

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

for the Needham Board of Assessors, *[Signature]*

WEBSTER STREET - HIGHLAND AVENUE TO ROSEMARY STREET GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/070.0-0024-0015.0	GITLIN, LEONARD D. & FAYE J. TR	GITLIN FAMILY REVOCABLE TRUST	760 HIGHLAND AVE - UNIT 15	NEEDHAM	MA	02494
199/070.0-0024-0018.0	CASHMAN, CORNELIUS T. &	CASHMAN, ANN M	760 HIGHLAND AVE UNIT # 1	NEEDHAM	MA	02492
199/071.0-0048-0014.0	TANZER, KEVIN TR	GLOU FAMILY IRREVOCABLE TRUST	14 GREENDALE AVE, UNIT 1B	NEEDHAM	MA	02494
199/071.0-0063-0000.0	ENDYKE, DANIEL M. & GALE A. T	THE ENGLISH BULLDOG TRUST	348 WEBSTER ST	NEEDHAM	MA	02494
199/226.0-0001-0000.0	J. DERENZO PROPERTIES LLC		547 WEBSTER ST	NEEDHAM	MA	02494
199/061.0-0088-0000.0	MATHERWIEZ, ROBERT +	MATHERWIEZ, BARBARA M	7 LEXINGTON AVE	NEEDHAM HT	MA	02494
199/063.0-0023-0000.0	MO, JAN-RUNG		232 CHEEVER RD	WENTWORTH NH		03282
199/064.0-0077-0000.0	VOIGHT, BRADFORD R. JR		436 WEBSTER ST	NEEDHAM HT	MA	02494
199/068.0-0018-0000.0	HUNNEWELL, RALPH BRUCE JR. &	HUNNEWELL, PRATYUSHA	80 SPRING RD	NEEDHAM	MA	02494
199/069.0-0002-0000.0	ANANDA, GURUPRASAD &	HARRAN, JOHN	357 WEBSTER ST	NEEDHAM	MA	02494
199/069.0-0017-0000.0	WEISS, ANNA KRIEGER &	WEISS, ALEX MICHAEL	12 MARK LEE RD	NEEDHAM	MA	02494
199/070.0-0007-0000.0	LIN, TIAN MING &	ZHENG, XIAO H.	716 HIGHLAND AVE	NEEDHAM	MA	02494
199/070.0-0024-0000.0	AVERY PARK CONDOMINIUM-MA	C/O BOSTON REALTY WORKS, INC	252 NEWBURY STREET	BOSTON	MA	02116-2
199/070.0-0024-0005.0	HURLEY, MARY B. TR	MARY B. HURLEY REVOCABLE TRUST	760 HIGHLAND AVE UNIT 5	NEEDHAM HT	MA	02494
199/070.0-0024-0012.0	CHOW, ERIC YAT-SANG TR.	ERIC YAT-SANG CHOW LIVING TRUST	760 HIGHLAND AVE APT 12	NEEDHAM	MA	02494
199/070.0-0024-0024.0	PORTNOY, VLADIMIR TR. &	PORTNOY, MARIA TR.	760 HIGHLAND AVE UNIT 24	NEEDHAM	MA	02494
199/071.0-0046-0000.0	TEMPLE BETH SHALOM		670 HIGHLAND AVE	NEEDHAM	MA	02494
199/071.0-0070-0000.0	HOLST, KAREN S		290 WEBSTER ST	NEEDHAM HT	MA	02494
199/061.0-0060-0000.0	KING, PAUL S &	KING, PATRICIA W	510 WEBSTER ST	NEEDHAM	MA	02494
199/070.0-0024-0022.0	WEIDLICH, BARBARA V		760 HIGHLAND AVE UNIT 22	NEEDHAM HT	MA	02494
199/071.0-0065-0000.0	DRISCOLL, MARCIA D., TR &	DRISCOLL, JOHN J, TR	114 HAWTHORN AVE	NEEDHAM	MA	02492
199/061.0-0062-0000.0	PHILLIPS, CHRISTINE &	SWEENEY, MICHAEL	137 HOOVER RD	NEEDHAM	MA	02494
199/069.0-0005-0000.0	KRIEGER, TODD W. &	SHUKOVSKY, KAREN M	381 WEBSTER ST	NEEDHAM HT	MA	02494
199/070.0-0024-0004.0	JACQUES, NORMAN P. & ELEANOR	4 AVERY PARK REALTY TRUST	41 HANCOCK RD	NEEDHAM	MA	02492
199/061.0-0061-0000.0	DAVIS, LAURIE G		140 HOOVER RD	NEEDHAM HT	MA	02494
199/068.0-0050-0000.0	CURTIS, CLARK S., III &	CURTIS, HEATHER D	59 PARK AVE	NEEDHAM HT	MA	02494
199/070.0-0006-0000.0	OUNANIAN, HARDING M +	OUNANIAN, MARJORIE	277 WEBSTER ST	NEEDHAM HT	MA	02494
199/070.0-0024-0011.0	KEAN, LINDA E		760 HIGHLAND AVE, #11	NEEDHAM	MA	02494
199/070.0-0028-0000.0	TOWN OF NEEDHAM	C/O PARK & RECREATION COMMISSION	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/071.0-0067-0000.0	ROSENTHAL, MATTHEW A. &	ROSENTHAL, EMILY T.	308 WEBSTER ST	NEEDHAM	MA	02494
199/070.0-0009-0000.0	HIGGINS, JAMES G. &	HIGGINS, JEAN STOCKER	293 WEBSTER ST	NEEDHAM HT	MA	02494
199/061.0-0024-0000.0	MORAN, BRIAN C. &	MORAN, CAITLIN M	53 HOMESTEAD PK	NEEDHAM	MA	02492
199/064.0-0075-0000.0	HOFFMEISTER, GREGORY &	HOFFMEISTER, MICHELLE	16 SUMMIT AVE	HULL	MA	02045
199/064.0-0093-0000.0	HIGH & WEBSTER LLC		22 BERWICK PL	NORWOOD	MA	02062
199/070.0-0024-0021.0	GOLDSMITH, KAREN L. TR		760 HIGHLAND AVE UNIT 21	NEEDHAM HT	MA	02494
199/064.0-0017-0000.0	MANGINE, CHARLES J +	MANGINE, SANDRA R	40 THORPE RD	NEEDHAM HT	MA	02494
199/069.0-0004-0000.0	MORVAN, CARA JEAN		6 MARK LEE RD	NEEDHAM	MA	02494
199/069.0-0021-0000.0	WENG, FRED &	WENG, JENNIFER	11 MARK LEE RD	NEEDHAM	MA	02494
199/070.0-0024-0008.0	LEVITAN, CAROLYN S. &	LEVITAN, KURT H.	760 HIGHLAND AVE UNIT 8	NEEDHAM	MA	02494



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

MEETING DATE: 12/17/2024

Agenda Item	Public Hearing Tax Classification
Presenter(s)	Board of Assessors David Davison, Deputy Town Manager/Director of Finance Nancy Martin, Assistant Director of Assessing Cecilia Simchak, Assistant Director of Finance
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Board will conduct a public hearing regarding the allocation of the fiscal year 2025 tax levy among the various classes of property in Town. The Board of Assessors will make a presentation about the certified valuation of property, and the public will have an opportunity to comment.
2.	VOTE REQUIRED BY SELECT BOARD The motion to retain the same shift as last year: Move that the Select Board establish a residential factor of 0.8873 for the purposes of setting the Fiscal Year 2025 tax rates.
3.	BACK UP INFORMATION ATTACHED a. Hearing Notice b. FY2025 Classification Hearing Package

LEGAL NOTICE

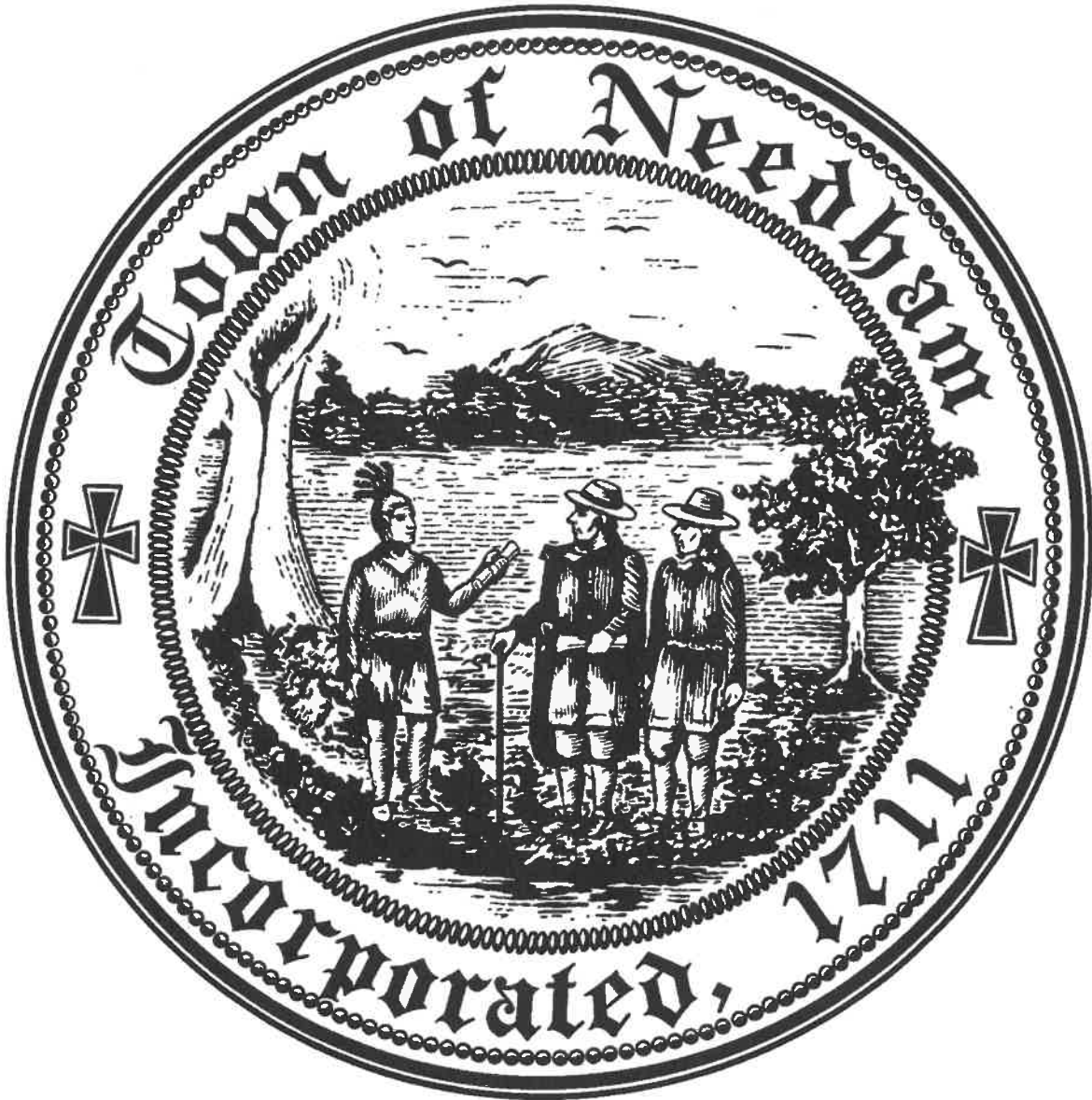


TOWN OF NEEDHAM PROPERTY TAX CLASSIFICATION HEARING

The Select Board will hold a Public Hearing in Powers Hall, Town Hall, on Tuesday, December 17, 2024, at 6:30 P.M. regarding the allocation of the FY2025 tax levy among the various classes of property in the Town. The hearing, which is required by State Law, will give residents and businesses an opportunity to comment on local property tax policy as it will be applied during FY2025. All real estate in the Town is classified according to use.

The allocation of the burden of the tax levy may be adjusted between the Residential and Commercial/Industrial/Personal Property classes, within certain limits, by the Select Board. Relevant data and information will be provided at this hearing by the Board of Assessors. Residents and other interested parties wishing to be heard will be provided with an opportunity to comment at this time. In addition, written comments to the Board may be sent, by email to selectboard@needhamma.gov or by postal mail c/o Select Board, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492.

CLASSIFICATION
HEARING



FY 2025
TUESDAY
DECEMBER 17, 2024

Statistical Summary Sheet - Fiscal Year 2025

Date of Sales:	01/01/2023 To: 12/31/2023						
Not Time Trended							
Type of Strata:	Price Quartiles						
Class Analyzed:	101 - Single Family	MDN:	0.97	COD:	4.59	SS:	212

Range		Sample Size	MDN	COD	MEAN	COV	AGG	PRD
520,000	1,200,000	57	1.00	4.44	1.00	6.31		
1,208,000	1,685,000	50	0.96	3.48	0.95	4.42		
1,700,000	2,277,000	52	0.97	4.77	0.96	5.92		
2,295,000	4,149,000	53	0.96	4.42	0.96	5.84		

Type of Strata:	Date Quarters						
Class Analyzed:	101 - Single Family	MDN:	0.97	COD:	4.59	SS:	212

Range		Sample Size	MDN	COD	MEAN	COV
01/01/2023	03/31/2023	40	1.00	5.01	1.00	7.45
04/01/2023	06/30/2023	61	0.97	4.70	0.97	6.22
07/01/2023	09/30/2023	64	0.96	3.54	0.96	4.60
10/01/2023	12/31/2023	47	0.96	4.98	0.96	5.97

NOTE:
This report was saved on 11/13/2024 at 8:04:42 AM.
Status : LA-3 Certification : FORM APPROVED. Certification - Final Certification : NO STATUS FOUND

Disclaimer: Rounding protocol has changed. Reports already created may have used a different rounding protocol producing slightly different statistics.

Community Certification Report
Sales Analysis - Fiscal Year 2025

SALES ANALYSIS

Class Analyzed	[101]	[102]	[104]	[105]	[111-112]	[130-132]	[300's]	[400's]
Parcels	8417	1002	194	12	27	136	377	35
Arms Length Sales	212	63	5	1	0	0	12	0
Total Sales Reported	318	66	8	2	1	14	35	0
AL Sales/TS Reported	66.67	95.45	62.50	50.0	0	0	34.29	0
AL Sales/Parcels	2.52	6.29	2.58	8.33	0	0	3.18	0
Median ASR	0.97	0.98	0.97	0.98			0.97	
Average Deviation	4.45	2.86	1.95				2.26	
C O D	4.59	2.92	2.01				2.33	
Avg Proposed Assessment	1,741,401	1,029,646	1,182,460	908,500			2,859,317	
Avg Sale Price	1,804,648	1,045,212	1,210,300	930,000			2,973,750	
Agg Ratio	0.96	0.99	0.98	0.98			0.96	

LA3 Sales Advisor Comments:

The single family and condominium classes required the use of 1 year of sales from the time period of 01/01/2023 to 12/31/2023. All other classes required 2 years of sales from the time period of 01/01/2022 to 12/31/2023.

Sales Verification - Completed By: Carl Marshall **Position:** Vendor

Data Source(s): MLS Deeds Questionnaire

101 NEIGHBORHOOD SALES VERIFICATION

NBHD Code	# Sales	Median	COD
101	11	96	6.36
102	8	98	4.13
103	4	97	2.21
201	9	97	5.73
202	10	96	2.31
203	12	99	4.24
204	2	98	4.40
20401	3	96	3.27
205	25	97	4.49
206	7	98	4.34
301	13	98	3.83
302	9	99	5.49
303	2	97	3.58
304	20	98	3.10
305	35	97	5.03
30501	11	95	3.29
306	31	96	5.37
Total	212		

Select Board Public Hearing

Needham, MA - Median Sales Price - Calendar Year				
Year	Period	1-Fam	Condo	All
2024	Jan - Oct	\$1,550,000	\$825,000	\$1,425,000
2023	Jan - Dec	\$1,372,500	\$1,155,000	\$1,350,000
2022	Jan - Dec	\$1,420,000	\$747,500	\$1,353,161
2021	Jan - Dec	\$1,294,999	\$885,000	\$1,199,500
2020	Jan - Dec	\$1,175,000	\$858,000	\$1,100,000
2019	Jan - Dec	\$1,065,000	\$805,000	\$1,025,000
2018	Jan - Dec	\$978,250	\$754,900	\$930,000
2017	Jan - Dec	\$980,000	\$767,000	\$910,000
2016	Jan - Dec	\$859,000	\$605,000	\$839,000
2015	Jan - Dec	\$848,250	\$636,000	\$809,000
2014	Jan - Dec	\$810,000	\$550,000	\$789,500
2013	Jan - Dec	\$749,500	\$485,000	\$729,000
2012	Jan - Dec	\$672,100	\$445,000	\$657,000
2011	Jan - Dec	\$656,500	\$361,000	\$636,500
2010	Jan - Dec	\$632,500	\$402,000	\$625,500
2009	Jan - Dec	\$650,000	\$297,750	\$620,000

Select Board Public Hearing

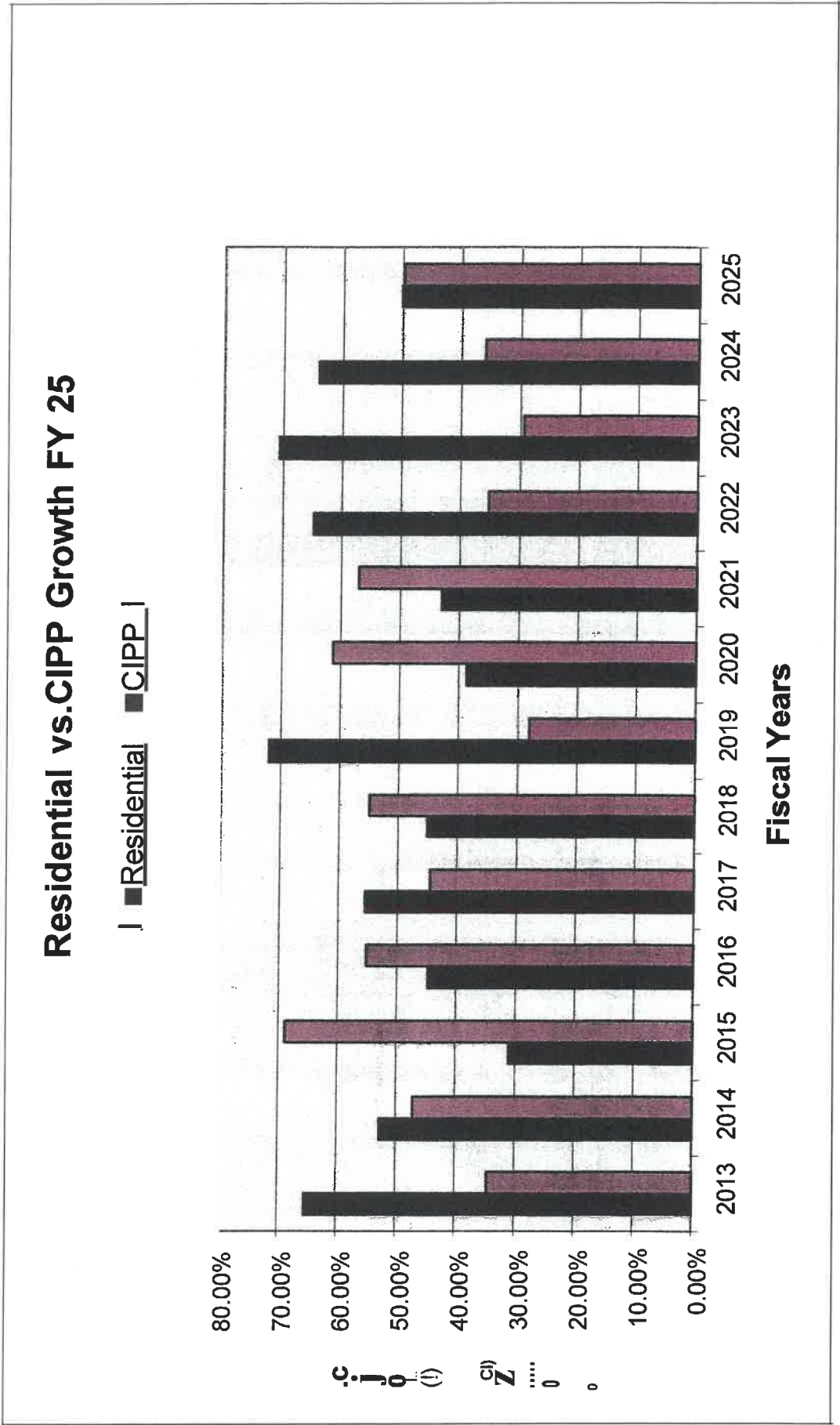
Needham, MA - % Change Median Sales Price - Calendar Year				
Year	Period	1-Fam % Change Prior Year	Condo % Change Prior Year	All % Change Prior Year
2024	Jan - Oct	12.93%	-28.57%	5.56%
2023	Jan - Dec	-3.35%	54.52%	-0.23%
2022	Jan - Dec	9.65%	-15.54%	12.81%
2021	Jan - Dec	10.21%	3.15%	9.05%
2020	Jan - Dec	10.33%	6.58%	7.32%
2019	Jan - Dec	8.87%	6.64%	10.22%
2018	Jan - Dec	-0.18%	-1.58%	2.20%
2017	Jan - Dec	14.09%	26.78%	8.46%
2016	Jan - Dec	1.27%	-4.87%	3.71%
2015	Jan - Dec	4.72%	15.64%	2.47%
2014	Jan - Dec	8.07%	13.40%	8.30%
2013	Jan - Dec	11.52%	8.99%	10.96%
2012	Jan - Dec	2.38%	23.27%	3.22%
2011	Jan - Dec	3.79%	-10.20%	1.76%
2010	Jan - Dec	-2.69%	35.01%	0.89%
2009	Jan - Dec	0.78%	-28.25%	-0.80%

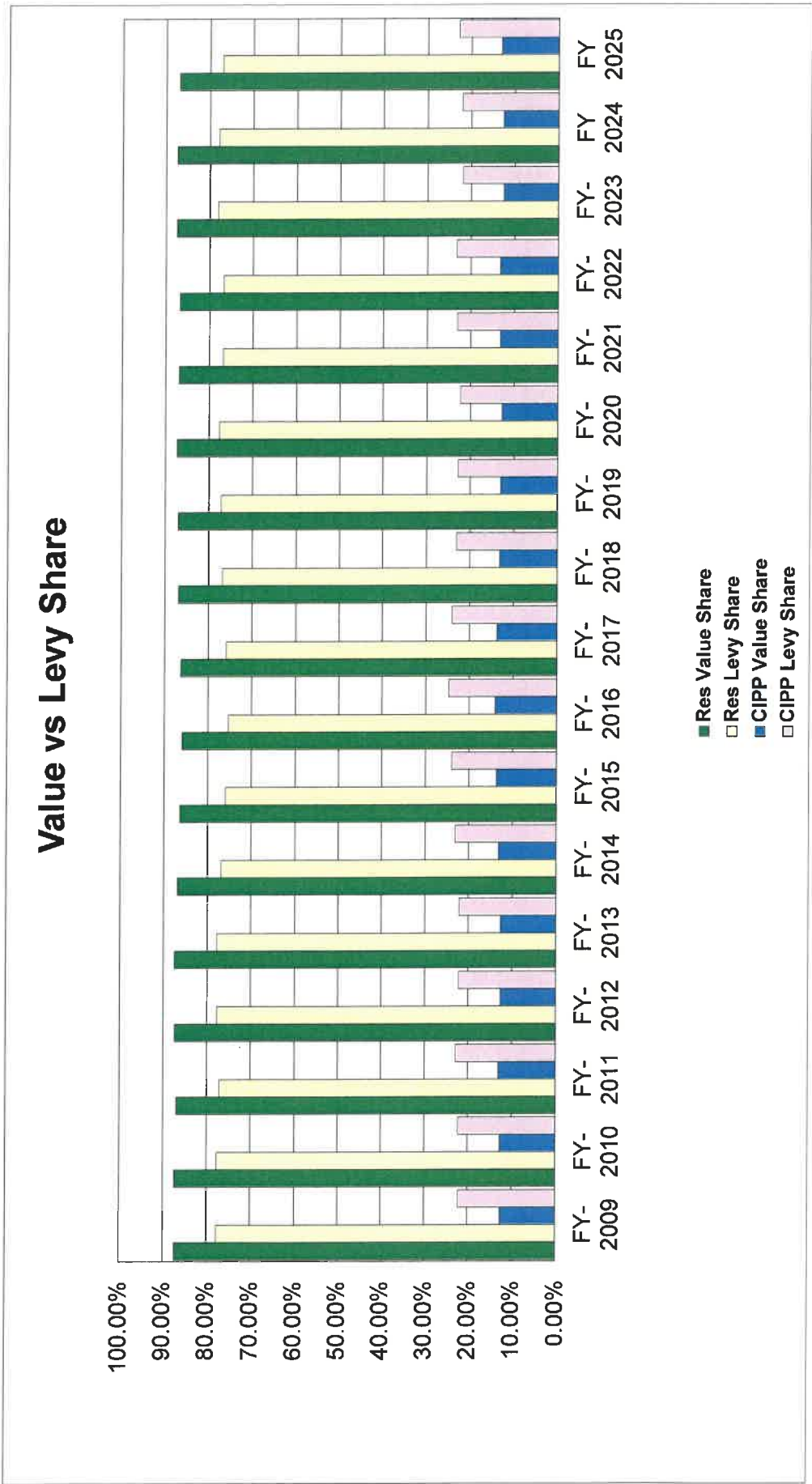
Select Board Public Hearing

Needham, MA - Number of Sales - Calendar Year

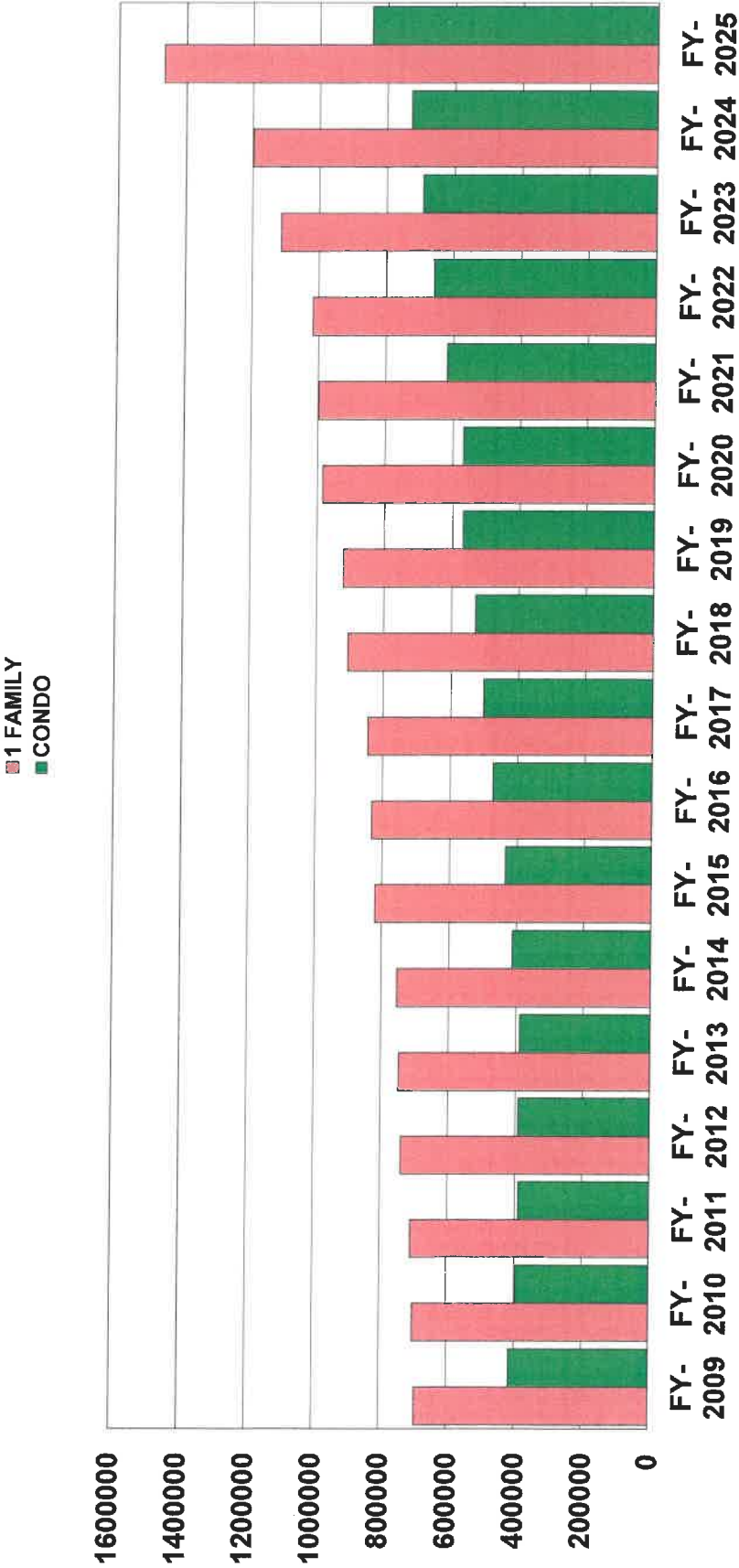
Year	Period	1-Fam	Condo	All
2024	Jan - Oct	205	45	284
2023	Jan - Dec	248	60	347
2022	Jan - Dec	321	74	444
2021	Jan - Dec	373	85	494
2020	Jan - Dec	367	59	455
2019	Jan - Dec	383	69	483
2018	Jan - Dec	386	69	488
2017	Jan - Dec	409	58	489
2016	Jan - Dec	430	60	522
2015	Jan - Dec	419	77	537
2014	Jan - Dec	385	75	496
2013	Jan - Dec	424	59	529
2012	Jan - Dec	396	47	491
2011	Jan - Dec	356	35	428
2010	Jan - Dec	392	52	468
2009	Jan - Dec	331	54	408

Tax Base Growth			
FY 2025		TAX RATES	
Allowable Valuation		Tax Levy Growth	
		Residential	Commercial
<u>Residential</u>			
Single Family (101)	\$151,483,274	\$1,896,571	
Condominium (102)	\$2,725,180	\$34,119	
Three Family (104 & 105)	\$1,147,900	\$14,372	
Multi Family (111-125)	\$1,265,200	\$15,840	
Vacant Land	\$657,100	\$8,227	
Others (Mixed Use, 103, 109)	\$1,172,660	\$14,682	
Total Residential	158,451,314	\$1,983,810	
<u>Commercial</u>	\$88,557,430	\$2,175,856	
Chapter 61, 61A, 61B	\$0	\$0	
<u>Total Commercial</u>	\$88,557,430.00	\$2,175,856	
<u>Industrial</u>	\$0	\$0	
<u>Personal Property</u>	\$68,989,910	\$1,695,082	
<u>Total C.I.P.P.</u>	\$157,547,340	\$3,870,938	
Total New Growth	\$315,998,654	\$5,854,749	

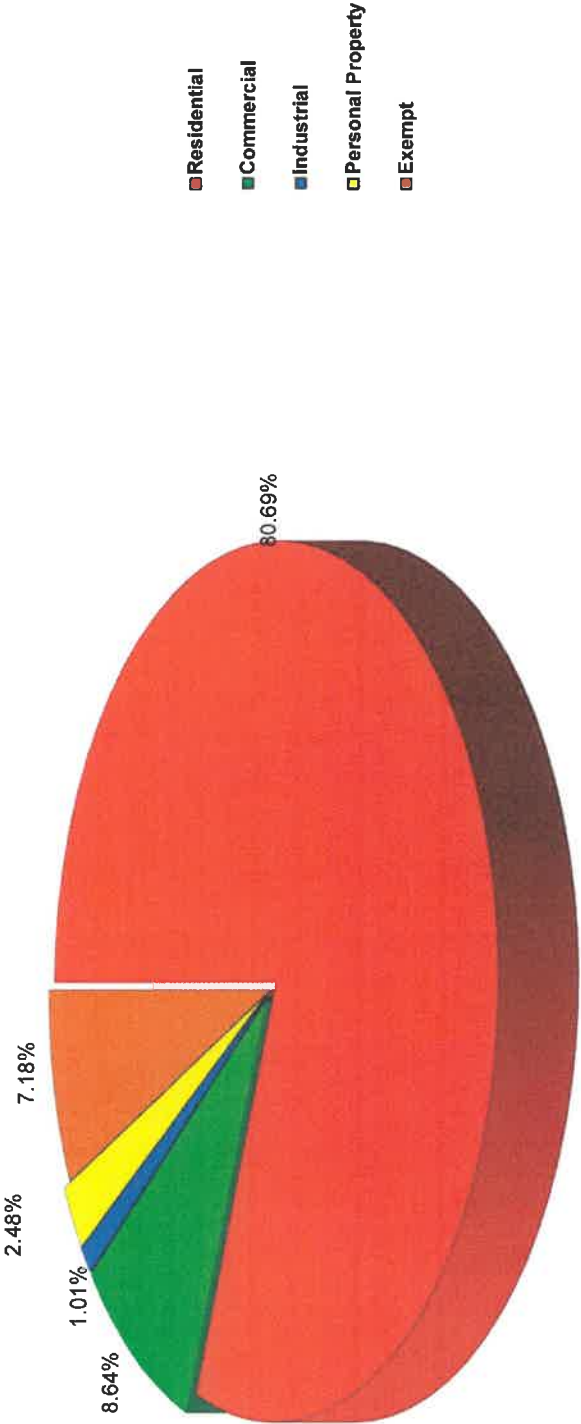




Average Valuation History FY 25



Value Distribution FY 25



Exempt Property Report		FY 2025	
Class			
Code	Property Type	#	Total Exempt Value
039	Mixed Use with Partial Exemption (1215 Highland Ave)	1	\$629,600
900's	Federal Property	9	\$9,638,300
920's	State Property	12	\$32,016,700
930's	Town Property	156	365,234,900
940's	Schools-----Private	37	\$319,927,100
950's	Charitable Organizations	23	\$82,376,100
960's	Churches/Religious	27	\$111,561,400
970's	Housing Authority	77	\$83,888,500
Totals		342	\$1,005,272,600

COMPUTATION OF FY 25 TAX RATE USING 175% CLASSIFICATION

Total Valuation	\$16,106,555,650	
Residential	\$14,002,216,972	86.9349%
C.I.P.P.	2,104,338,678	13.0651%
TOTAL	\$16,106,555,650	100.0000%
Tax Levy FY-2025	\$192,462,653.00	
Tax Rate -- No Classification		
	Single Rate	\$11.95
Tax Rate -- 175% Classification		
12.506	22.8639% C.I.P.P.	
	77.1361% RESIDENTIAL	
	100.0000% TOTAL	
	\$44,004,539 C.I.P.P. Levy	
	\$148,458,113.87 RESIDENTIAL Levy	
	\$192,462,653.00 Total	
	Commercial/Industrial	\$20.91
	Residential	\$10.60

Estimated Residential Factor:
0.8872854

88.72854

Select Board Public Hearing

Fiscal Year	Shift	Res	\$ Chg	Fiscal Year	Shift	Res	\$ Chg
FY-2025				FY-2020	175.00%		
Average Valuation	175.00%	\$1,464,397		Average Valuation		\$982,564	
Change in VALUE over previous		22.28%		Change in VALUE over previous		6.77%	
Tax Rate		\$10.60		Tax Rate		\$12.49	
Taxes Paid		\$15,522.61	\$529	Taxes Paid		\$12,272.22	\$870
Increase over		3.53%		Increase over		7.63%	
FY-2024	175.00%			FY-2019	175.00%		
Average Valuation		\$1,197,575		Average Valuation		\$920,256	
Change in VALUE over previous		7.49%		Change in VALUE over previous		1.71%	
Tax Rate		\$12.52		Tax Rate		\$12.39	
Taxes Paid		\$14,993.64	\$466	Taxes Paid		\$11,401.97	\$653
Increase over		3.21%		Increase over		6.07%	
FY-2023	175.00%						
Average Valuation		\$1,114,084		FY-2018	175.00%		
Change in VALUE over previous		9.63%		Average Valuation		\$904,827	
Tax Rate		\$13.04		Change in VALUE over previous		7.22%	
Taxes Paid		\$14,527.66	\$941	Tax Rate		\$11.88	
Increase over		6.93%		Taxes Paid		\$10,749.34	\$715
FY-2022	175.00%			Increase over		7.13%	
Average Valuation		\$1,016,184					
Change in VALUE over previous		1.94%		FY-2017	175.00%		
Tax Rate		\$13.37		Average Valuation		\$843,912	
Taxes Paid		\$13,586.38	\$598	Change in VALUE over previous		1.58%	
Increase over		4.60%		Tax Rate		\$11.89	
FY-2021	175.00%			Taxes Paid		\$10,034.11	\$447
Average Valuation		\$996,844		Increase over		4.66%	
Change in VALUE over previous		1.45%					
Tax Rate		\$13.03		FY-2016	175.00%		
Taxes Paid		\$12,988.88	\$717	Average Valuation		\$830,791	
Increase over		5.84%		Change in VALUE over previous		1.50%	
				Tax Rate		11.54	
				Taxes Paid		\$9,587.33	\$347
				Increase over		3.76%	

[illegible]

MassDOR - Massachusetts Department of Revenue
Division of Local Services
What If ... Scenario Worksheet for FY 2025

Needham - 199

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

CIP Shift	Res Factor	Res SP	Share Percentages			Levy Amounts					Estimated Tax Rates					
			Comm SP	Ind SP	PP SP	Total SP	Res LA	Comm LA	Ind LA	PPLA	Total LA	Res ET	OS ET	Comm ET	Ind ET	PP ET
1.0000	1.0000	86.9349	9.3116	1.0848	2.6687	100.0000	167,317,215	17,921,352	2,087,835	5,136,251	192,462,653	11.95	0.00	11.95	11.95	11.95
1.0100	0.9985	86.8042	9.4047	1.0956	2.6954	100.0000	167,065,760	18,100,566	2,108,713	5,187,613	192,462,653	11.93	0.00	12.07	12.07	12.07
1.0200	0.9970	86.6736	9.4978	1.1065	2.7221	100.0000	166,814,306	18,279,779	2,129,592	5,238,976	192,462,653	11.91	0.00	12.19	12.19	12.19
1.0300	0.9955	86.5429	9.5909	1.1173	2.7488	100.0000	166,562,851	18,458,993	2,150,470	5,290,338	192,462,653	11.90	0.00	12.31	12.31	12.31
1.0400	0.9940	86.4123	9.6841	1.1282	2.7754	100.0000	166,311,397	18,638,206	2,171,348	5,341,701	192,462,652	11.88	0.00	12.43	12.43	12.43
1.0500	0.9925	86.2816	9.7772	1.1390	2.8021	100.0000	166,059,942	18,817,420	2,192,227	5,393,063	192,462,652	11.86	0.00	12.55	12.55	12.55
1.0600	0.9910	86.1510	9.8703	1.1499	2.8288	100.0000	165,808,488	18,996,634	2,213,105	5,444,426	192,462,652	11.84	0.00	12.67	12.67	12.67
1.0700	0.9895	86.0203	9.9634	1.1607	2.8555	100.0000	165,557,033	19,175,847	2,233,983	5,495,788	192,462,652	11.82	0.00	12.79	12.79	12.79
1.0800	0.9880	85.8897	10.0565	1.1716	2.8822	100.0000	165,305,579	19,355,061	2,254,862	5,547,151	192,462,652	11.81	0.00	12.91	12.91	12.91
1.0900	0.9865	85.7590	10.1496	1.1824	2.9089	100.0000	165,054,124	19,534,274	2,275,740	5,598,513	192,462,652	11.79	0.00	13.02	13.02	13.02
1.1000	0.9850	85.6284	10.2428	1.1933	2.9356	100.0000	164,802,670	19,713,488	2,296,618	5,649,876	192,462,652	11.77	0.00	13.14	13.14	13.14
1.1100	0.9835	85.4977	10.3359	1.2041	2.9623	100.0000	164,551,215	19,892,701	2,317,497	5,701,238	192,462,651	11.75	0.00	13.26	13.26	13.26
1.1200	0.9820	85.3671	10.4290	1.2150	2.9889	100.0000	164,299,761	20,071,915	2,338,375	5,752,601	192,462,651	11.73	0.00	13.38	13.38	13.38
1.1300	0.9805	85.2364	10.5221	1.2258	3.0156	100.0000	164,048,306	20,251,128	2,359,253	5,803,963	192,462,651	11.72	0.00	13.50	13.50	13.50
1.1400	0.9790	85.1058	10.6152	1.2367	3.0423	100.0000	163,796,852	20,430,342	2,380,132	5,855,326	192,462,651	11.70	0.00	13.62	13.62	13.62
1.1500	0.9775	84.9751	10.7083	1.2475	3.0690	100.0000	163,545,397	20,609,555	2,401,010	5,906,688	192,462,651	11.68	0.00	13.74	13.74	13.74
1.1600	0.9760	84.8445	10.8015	1.2584	3.0957	100.0000	163,293,942	20,788,769	2,421,888	5,958,051	192,462,651	11.66	0.00	13.86	13.86	13.86
1.1700	0.9745	84.7138	10.8946	1.2692	3.1224	100.0000	163,042,488	20,967,982	2,442,767	6,009,413	192,462,650	11.64	0.00	13.98	13.98	13.98
1.1800	0.9729	84.5832	10.9877	1.2801	3.1491	100.0000	162,791,033	21,147,196	2,463,645	6,060,776	192,462,650	11.63	0.00	14.10	14.10	14.10
1.1900	0.9714	84.4525	11.0808	1.2909	3.1758	100.0000	162,539,579	21,326,409	2,484,523	6,112,138	192,462,650	11.61	0.00	14.22	14.22	14.22
1.2000	0.9699	84.3219	11.1739	1.3018	3.2024	100.0000	162,288,124	21,505,623	2,505,402	6,163,501	192,462,650	11.59	0.00	14.34	14.34	14.34
1.2100	0.9684	84.1912	11.2670	1.3126	3.2291	100.0000	162,036,670	21,684,836	2,526,280	6,214,863	192,462,650	11.57	0.00	14.46	14.46	14.46
1.2200	0.9669	84.0606	11.3602	1.3235	3.2558	100.0000	161,785,215	21,864,050	2,547,159	6,266,226	192,462,650	11.55	0.00	14.58	14.58	14.58
1.2300	0.9654	83.9299	11.4533	1.3343	3.2825	100.0000	161,533,761	22,043,263	2,568,037	6,317,589	192,462,650	11.54	0.00	14.70	14.70	14.70
1.2400	0.9639	83.7993	11.5464	1.3452	3.3092	100.0000	161,282,306	22,222,477	2,588,915	6,368,951	192,462,649	11.52	0.00	14.82	14.82	14.82
1.2500	0.9624	83.6686	11.6395	1.3560	3.3359	100.0000	161,030,852	22,401,690	2,609,794	6,420,314	192,462,649	11.50	0.00	14.94	14.94	14.94

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CIP Shift	Res Factor	Res SP	Share Percentages			Total SP	Levy Amounts				Estimated Tax Rates					
			Comm SP	Ind SP	PP SP		Res LA	Comm LA	Ind LA	PP LA	Total LA	Res ET	OS ET	Comm ET	Ind ET	PP ET
1.2600	0.9609	83.5380	11.7326	1.3668	3.3626	100.0000	160,779,397	22,580,904	2,630,672	6,471,676	192,462,649	11.48	0.00	15.06	15.06	15.06
1.2700	0.9594	83.4073	11.8257	1.3777	3.3892	100.0000	160,527,943	22,760,118	2,651,550	6,523,039	192,462,649	11.46	0.00	15.18	15.18	15.18
1.2800	0.9579	83.2767	11.9188	1.3885	3.4159	100.0000	160,276,488	22,939,331	2,672,429	6,574,401	192,462,649	11.45	0.00	15.30	15.29	15.30
1.2900	0.9564	83.1460	12.0120	1.3994	3.4426	100.0000	160,025,034	23,118,545	2,693,307	6,625,764	192,462,649	11.43	0.00	15.41	15.41	15.41
1.3000	0.9549	83.0154	12.1051	1.4102	3.4693	100.0000	159,773,579	23,297,758	2,714,185	6,677,126	192,462,649	11.41	0.00	15.53	15.53	15.53
1.3100	0.9534	82.8847	12.1982	1.4211	3.4960	100.0000	159,522,125	23,476,972	2,735,064	6,728,489	192,462,648	11.39	0.00	15.65	15.65	15.65
1.3200	0.9519	82.7541	12.2913	1.4319	3.5227	100.0000	159,270,670	23,656,185	2,755,942	6,779,851	192,462,648	11.37	0.00	15.77	15.77	15.77
1.3300	0.9504	82.6234	12.3844	1.4428	3.5494	100.0000	159,019,215	23,835,399	2,776,820	6,831,214	192,462,648	11.36	0.00	15.89	15.89	15.89
1.3400	0.9489	82.4928	12.4775	1.4536	3.5761	100.0000	158,767,761	24,014,612	2,797,699	6,882,576	192,462,648	11.34	0.00	16.01	16.01	16.01
1.3500	0.9474	82.3621	12.5707	1.4645	3.6027	100.0000	158,516,306	24,193,826	2,818,577	6,933,939	192,462,648	11.32	0.00	16.13	16.13	16.13
1.3600	0.9459	82.2315	12.6638	1.4753	3.6294	100.0000	158,264,852	24,373,039	2,839,455	6,985,301	192,462,648	11.30	0.00	16.25	16.25	16.25
1.3700	0.9444	82.1008	12.7569	1.4862	3.6561	100.0000	158,013,397	24,552,253	2,860,334	7,036,664	192,462,648	11.28	0.00	16.37	16.37	16.37
1.3800	0.9429	81.9702	12.8500	1.4970	3.6828	100.0000	157,761,943	24,731,466	2,881,212	7,088,026	192,462,647	11.27	0.00	16.49	16.49	16.49
1.3900	0.9414	81.8395	12.9431	1.5079	3.7095	100.0000	157,510,488	24,910,680	2,902,090	7,139,389	192,462,647	11.25	0.00	16.61	16.61	16.61
1.4000	0.9399	81.7089	13.0362	1.5187	3.7362	100.0000	157,259,034	25,089,893	2,922,969	7,190,751	192,462,647	11.23	0.00	16.73	16.73	16.73
1.4100	0.9384	81.5782	13.1294	1.5296	3.7629	100.0000	157,007,579	25,269,107	2,943,847	7,242,114	192,462,647	11.21	0.00	16.85	16.85	16.85
1.4200	0.9369	81.4476	13.2225	1.5404	3.7896	100.0000	156,756,125	25,448,320	2,964,726	7,293,476	192,462,647	11.20	0.00	16.97	16.97	16.97
1.4300	0.9354	81.3169	13.3156	1.5513	3.8162	100.0000	156,504,670	25,627,534	2,985,604	7,344,839	192,462,647	11.18	0.00	17.09	17.09	17.09
1.4400	0.9339	81.1863	13.4087	1.5621	3.8429	100.0000	156,253,216	25,806,747	3,006,482	7,396,201	192,462,646	11.16	0.00	17.21	17.21	17.21
1.4500	0.9324	81.0556	13.5018	1.5730	3.8696	100.0000	156,001,761	25,985,961	3,027,361	7,447,564	192,462,646	11.14	0.00	17.33	17.33	17.33
1.4600	0.9309	80.9250	13.5949	1.5838	3.8963	100.0000	155,750,307	26,165,174	3,048,239	7,498,926	192,462,646	11.12	0.00	17.45	17.45	17.45
1.4700	0.9294	80.7943	13.6881	1.5947	3.9230	100.0000	155,498,852	26,344,388	3,069,117	7,550,289	192,462,646	11.11	0.00	17.57	17.57	17.57
1.4800	0.9279	80.6636	13.7812	1.6055	3.9497	100.0000	155,247,398	26,523,602	3,089,996	7,601,651	192,462,646	11.09	0.00	17.68	17.68	17.69
1.4900	0.9264	80.5330	13.8743	1.6164	3.9764	100.0000	154,995,943	26,702,815	3,110,874	7,653,014	192,462,646	11.07	0.00	17.80	17.80	17.80
1.5000	0.9249	80.4023	13.9674	1.6272	4.0031	100.0000	154,744,488	26,882,029	3,131,752	7,704,376	192,462,646	11.05	0.00	17.92	17.92	17.92
1.5100	0.9234	80.2717	14.0605	1.6380	4.0297	100.0000	154,493,034	27,061,242	3,152,631	7,755,739	192,462,645	11.03	0.00	18.04	18.04	18.04
1.5200	0.9219	80.1410	14.1536	1.6489	4.0564	100.0000	154,241,579	27,240,456	3,173,509	7,807,101	192,462,645	11.02	0.00	18.16	18.16	18.16
1.5300	0.9203	80.0104	14.2467	1.6597	4.0831	100.0000	153,990,125	27,419,669	3,194,387	7,858,464	192,462,645	11.00	0.00	18.28	18.28	18.28
1.5400	0.9188	79.8797	14.3399	1.6706	4.1098	100.0000	153,738,670	27,598,883	3,215,266	7,909,826	192,462,645	10.98	0.00	18.40	18.40	18.40
1.5500	0.9173	79.7491	14.4330	1.6814	4.1365	100.0000	153,487,216	27,778,096	3,236,144	7,961,189	192,462,645	10.96	0.00	18.52	18.52	18.52

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CIP Shift	Res Factor	Res SP	Share Percentages			Levy Amounts						Estimated Tax Rates				
			Comm SP	Ind SP	PP SP	Total SP	Res LA	Comm LA	Ind LA	PP LA	Total LA	Res ET	OS ET	Comm ET	Ind ET	PP ET
1.5600	0.9158	79.6184	14.5261	1.6923	4.1632	100.0000	153,235,761	27,957,310	3,257,022	8,012,551	192,462,645	10.94	0.00	18.64	18.64	18.64
1.5700	0.9143	79.4878	14.6192	1.7031	4.1899	100.0000	152,984,307	28,136,523	3,277,901	8,063,914	192,462,645	10.93	0.00	18.76	18.76	18.76
1.5800	0.9128	79.3571	14.7123	1.7140	4.2165	100.0000	152,732,852	28,315,737	3,298,779	8,115,276	192,462,644	10.91	0.00	18.88	18.88	18.88
1.5900	0.9113	79.2265	14.8054	1.7248	4.2432	100.0000	152,481,398	28,494,950	3,319,657	8,166,639	192,462,644	10.89	0.00	19.00	19.00	19.00
1.6000	0.9098	79.0958	14.8986	1.7357	4.2699	100.0000	152,229,943	28,674,164	3,340,536	8,218,001	192,462,644	10.87	0.00	19.12	19.12	19.12
1.6100	0.9083	78.9652	14.9917	1.7465	4.2966	100.0000	151,978,489	28,853,377	3,361,414	8,269,364	192,462,644	10.85	0.00	19.24	19.24	19.24
1.6200	0.9068	78.8345	15.0848	1.7574	4.3233	100.0000	151,727,034	29,032,591	3,382,292	8,320,726	192,462,644	10.84	0.00	19.36	19.36	19.36
1.6300	0.9053	78.7039	15.1779	1.7682	4.3500	100.0000	151,475,580	29,211,804	3,403,171	8,372,089	192,462,644	10.82	0.00	19.48	19.48	19.48
1.6400	0.9038	78.5732	15.2710	1.7791	4.3767	100.0000	151,224,125	29,391,018	3,424,049	8,423,451	192,462,644	10.80	0.00	19.60	19.60	19.60
1.6500	0.9023	78.4426	15.3641	1.7899	4.4034	100.0000	150,972,671	29,570,231	3,444,928	8,474,814	192,462,643	10.78	0.00	19.72	19.72	19.72
1.6600	0.9008	78.3119	15.4573	1.8008	4.4300	100.0000	150,721,216	29,749,445	3,465,806	8,526,176	192,462,643	10.76	0.00	19.84	19.84	19.84
1.6700	0.8993	78.1813	15.5504	1.8116	4.4567	100.0000	150,469,762	29,928,659	3,486,684	8,577,539	192,462,643	10.75	0.00	19.96	19.96	19.96
1.6800	0.8978	78.0506	15.6435	1.8225	4.4834	100.0000	150,218,307	30,107,872	3,507,563	8,628,901	192,462,643	10.73	0.00	20.07	20.07	20.07
1.6900	0.8963	77.9200	15.7366	1.8333	4.5101	100.0000	149,966,852	30,287,086	3,528,441	8,680,264	192,462,643	10.71	0.00	20.19	20.19	20.19
1.7000	0.8948	77.7893	15.8297	1.8442	4.5368	100.0000	149,715,398	30,466,299	3,549,319	8,731,626	192,462,643	10.69	0.00	20.31	20.31	20.31
1.7100	0.8933	77.6587	15.9228	1.8550	4.5635	100.0000	149,463,943	30,645,513	3,570,198	8,782,989	192,462,643	10.67	0.00	20.43	20.43	20.43
1.7200	0.8918	77.5280	16.0160	1.8659	4.5902	100.0000	149,212,489	30,824,726	3,591,076	8,834,351	192,462,642	10.66	0.00	20.55	20.55	20.55
1.7300	0.8903	77.3974	16.1091	1.8767	4.6169	100.0000	148,961,034	31,003,940	3,611,954	8,885,714	192,462,642	10.64	0.00	20.67	20.67	20.67
1.7400	0.8888	77.2667	16.2022	1.8876	4.6435	100.0000	148,709,580	31,183,153	3,632,833	8,937,076	192,462,642	10.62	0.00	20.79	20.79	20.79
1.7500	0.8873	77.1361	16.2953	1.8984	4.6702	100.0000	148,458,125	31,362,367	3,653,711	8,988,439	192,462,642	10.60	0.00	20.91	20.91	20.91

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Elect. Board Public Hearing



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

MEETING DATE: 12/17/2024

Agenda Item	Public Hearing: Verizon Grant of Location – Tolman Street (Continued from 11/26/2024 & 12/3/2024)
Presenter(s)	Alex Marrero, Verizon Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Verizon New England requests permission to install one (1) JO Pole, P.3 on the westerly side of Toman Street, approximately 75 feet southwesterly from existing JO pole, P.2. The reason for this work is to provide service to new construction. The Department of Public Works has approved this petition, based on Verizon New England and 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. The item is continued as voted by the Select Board at its November 26, 2024 and December 3, 2024 meetings. Since continuation, new supporting documentation have been provided detailing a new proposed location of the pole.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board approve and sign a petition from Verizon New England to install one (1) JO Pole, P. 3 on the westerly side of Toman Street, approximately 75 feet southwesterly from existing JO pole, P.2	
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

TO: Myles Tucker, Select Board Office
FROM: DPW Office
DATE:
RE:

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: 11-5-24

REVIEWER:

R. W. W.

SITE LOCATION: #23 - #35 TOLMAN ST.

UTILITY REQUESTING:

VERIZON

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review tar-12/12/24

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

☒ Old Pole Removed N/A

☒ Diameter of Conduit N/A

☒ Cables Transferred to New Pole No

☒ Depth of Conduit N/A

☒ New Riser on Pole N/A

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk N/A

☒ Crossing Perpendicular to Road N/A

☐ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head _____

COMMENTS:

NO NEW POLE INSTALLED AS OF YET.

The updated plan is complete and pending a public hearing- tar

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

November 4, 2024

To the Select Board

In **NEEDHAM**, Massachusetts

VERIZON NEW ENGLAND, INC. and **NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY** request permission to locate poles, wires, cables and fixtures including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

Tolman Street:

Install one (1) JO Pole, P.3 on the westerly side of Tolman Street ±90' southwesterly from existing JO pole, P.2.

This petition is necessary to accommodate new construction.

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-VZ N.E. Inc. Plan No. **1A7M0VK** Dated **November 8, 2024.**

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree that space shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.

VERIZON NEW ENGLAND INC.

By Karen Levesque
Karen Levesque - Manager - Rights of Way

Dated this 10th day of December, 2024

NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY

By [Signature]
Right of Way Representative

Dated this 10th day of December, 2024

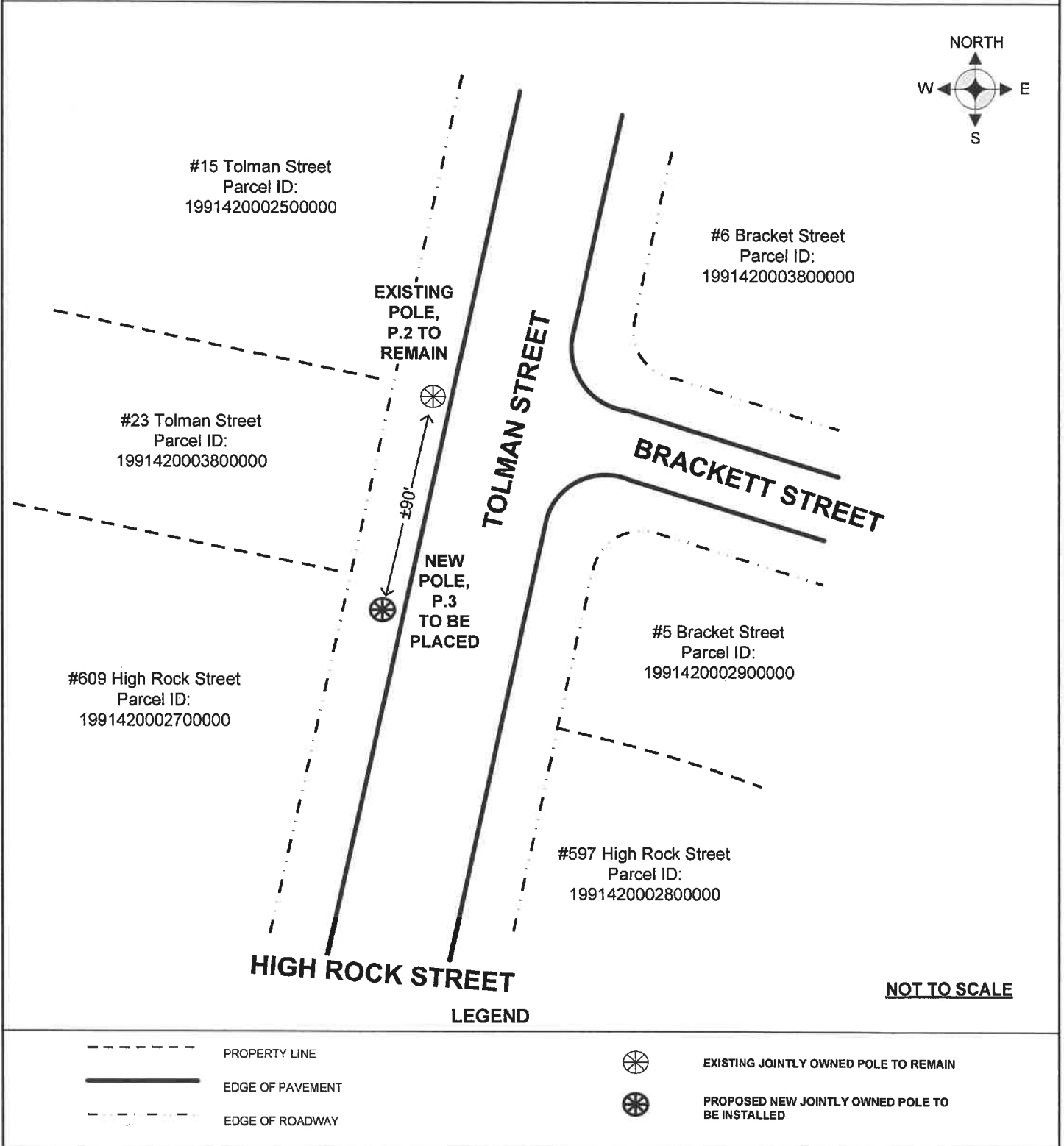


PETITION PLAN

MUNICIPALITY NEEDHAM VZ. N.E. INC. NO. 1A7M0VK

VERIZON NEW ENGLAND, INC AND
NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY DATE : November 4, 2024

SHOWING PROPOSED INSTALLATION OF ONE POLE ON TOLMAN STREET



ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

By the Select Board of **NEEDHAM**, Massachusetts.

Notice having been given and a public hearing held, as provided by law,

IT IS HEREBY ORDERED:

that **VERIZON NEW ENGLAND INC.** and **NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY** be, and they are hereby granted joint or identical locations for and permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with anchors, guys and other such sustaining and protecting fixtures as said Companies may deem necessary, in public way or ways hereinafter referred to, as requested in petition of said Companies dated the 4th day of November, 2024.

Tolman Street:

Install one (1) JO Pole, P.3 on the westerly side of Tolman Street ±90' southwesterly from existing JO pole, P.2.

This petition is necessary to accommodate new construction.

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

Poles shall be of sound timber, and reasonably straight and shall be set substantially at the points indicated upon the plan marked-VZ N. E. Inc. No. **1A7M0VK** in a package Dated **November 8, 2024** - filed with said petition.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and the number of poles, which may be erected thereon under this order:

Tolman Street
1 JO pole to be installed

Also that permission be and hereby is granted to each of said Companies to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board of the Town of **NEEDHAM**, Massachusetts held on the _____ day of _____ 2024.

Town Clerk

We hereby certify that on _____ 2024, at _____ o'clock _____ m., at the _____ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

Select Board of the Town of NEEDHAM, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of location order, and certificate of hearing with notice adopted by the Select Board of the Town of NEEDHAM, Massachusetts, on the _____ day of _____ 2024, and recorded with the records of location orders of said Town, Book _____ Page _____. This certified copy is made under the provisions of Chapter 166 General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk

ABUTTERS LIST

Parcel ID: 1991420003800000
6 Brackett Street

MACDUFF, IAN D. TR. &
MACDUFF, TERI M. TR
6 Brackett Street
Needham, MA 02492

Parcel ID: 1991420002900000
5 Brackett Street

CUNOOSAMY, MOOTOOSAMY POOLAY &
KURIAN, NISHA
5 Brackett Street
Needham, MA 02492

Parcel ID: 1991420002800000
597 High Rock Street

HOLLY, MARK H. &
HOLLY, NANCY L
597 High Rock Street
Needham, MA 02492

Parcel ID: 1991420002700000
609 High Rock Street

SUTCLIFFE, DAVID G. &
SUTCLIFFE, ELIZABETH A
609 High Rock Street
Needham, MA 02492

Parcel ID: 1991420002600000
23 Tolman Street

SHAFF, ERIC D. &
SHAFF, SHARON L
23 Tolman Street
Needham, MA 02492

Parcel ID: 1991420002500000
15 Tolman Street

GREENSTEIN, GARY L &
GREENSTEIN, SHARYN A
15 Tolman Street
Needham, MA 02492



TOWN OF NEEDHAM, MASSACHUSETTS

ENG

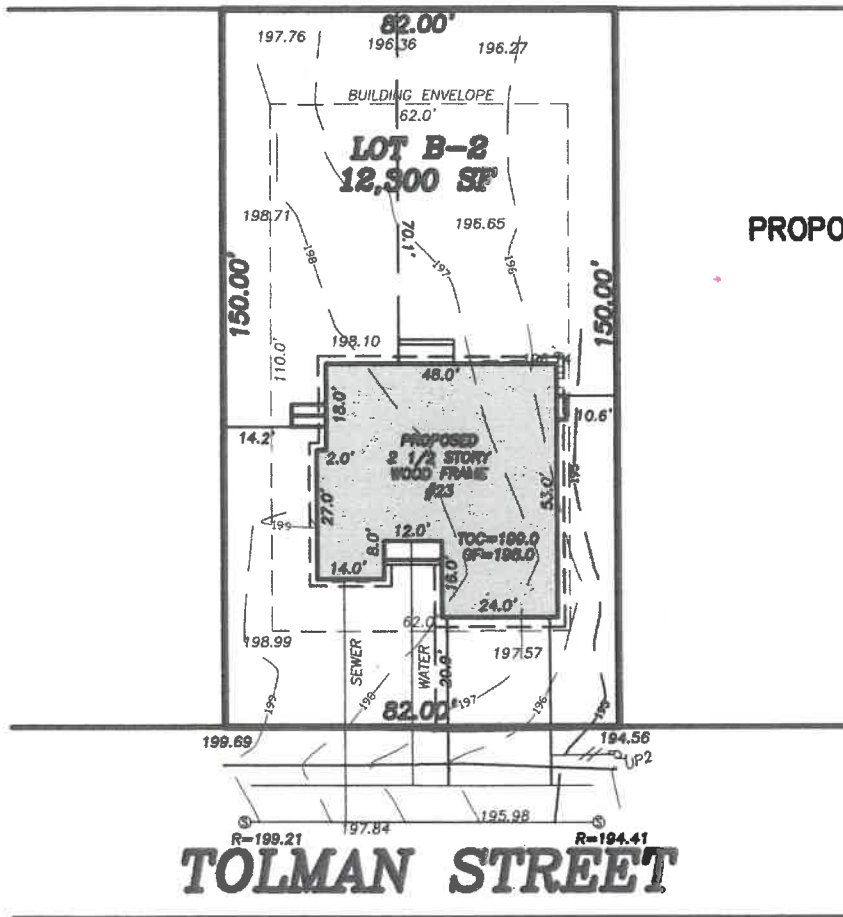
Building Inspection Department

Assessor's Map & Parcel No. MAP 142 PARCEL 26
 Building Permit No. B120141050 At No. 23 TOLMAN STREET
 Lot Area 12,300 SF Zoning District SRB
 Owner _____ Builder _____

PLOT PLAN
40 Scale

Field Resources, Inc.

LAND SURVEYORS
 P.O. Box 324 281 Chestnut Street
 Auburn, MA 01501 Needham, MA 02492
 508 832 4332 781 444 5936
 fieldresources@hotmail.com



PROPOSED LOT COVERAGE = 19%



088-14

Note: Plot plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners at street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.

(*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 indicated.

The above is subscribed to and executed by me this 19TH day of AUGUST 2014

Name Bradley J. Simonelli, PLS Registered Land Surveyor No 47581

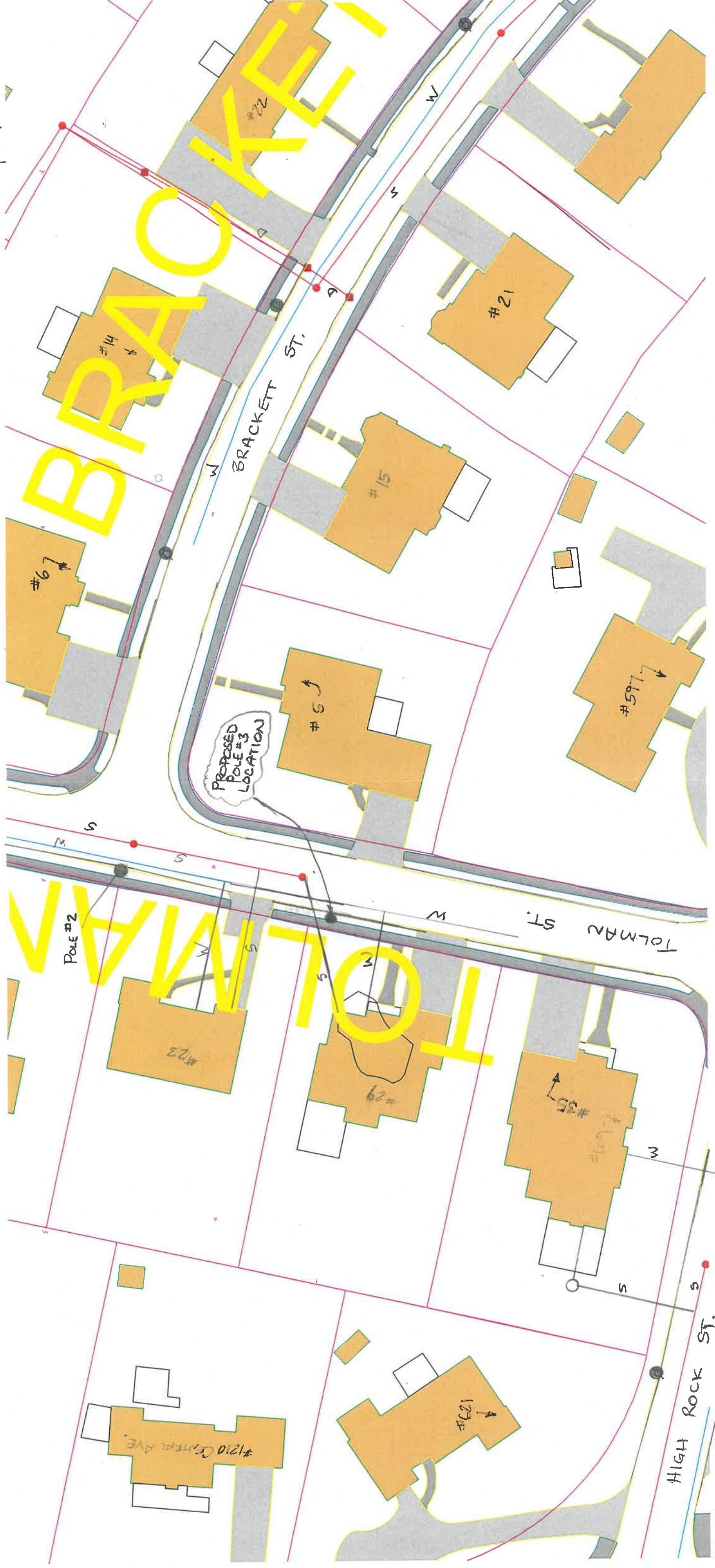
Address 281 CHESTNUT ST City NEEDHAM State MA Zip 02492 Tel No 781-444-5936

Approved R. P. Merson Director of Public Works Date 9/5/14

Approved [Signature] Building Inspector

JEH

1"=40'
N



PROPOSED
POLE #3
LOCATION

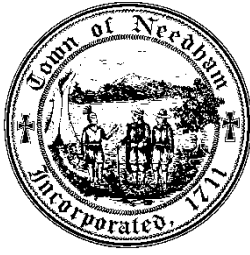
POLE #2

BRACKET ST.

TOLMAN ST.

HIGH ROCK ST.

#1210 CENTRAL AVE.



NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on Tuesday, November 26, 2024 in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492 and via Zoom** upon petition of Verizon dated November 4, 2024 to install one (1) JO Pole P.3 on the Westerly side of Tolman Street $\pm$ 75' southwesterly from existing JO pole, P.2. The reason for this work is to provide service to accommodate new construction.

A public hearing is required and abutters are hereby notified.

If you have any questions regarding this petition, please contact Karen Levesque, Verizon representative at (774) 504-1279.

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=OE82V1MxQnJUZHVMXZjFNbWJXRfJoQT09>

Passcode: 652800

Webinar ID: 826 0101 3229

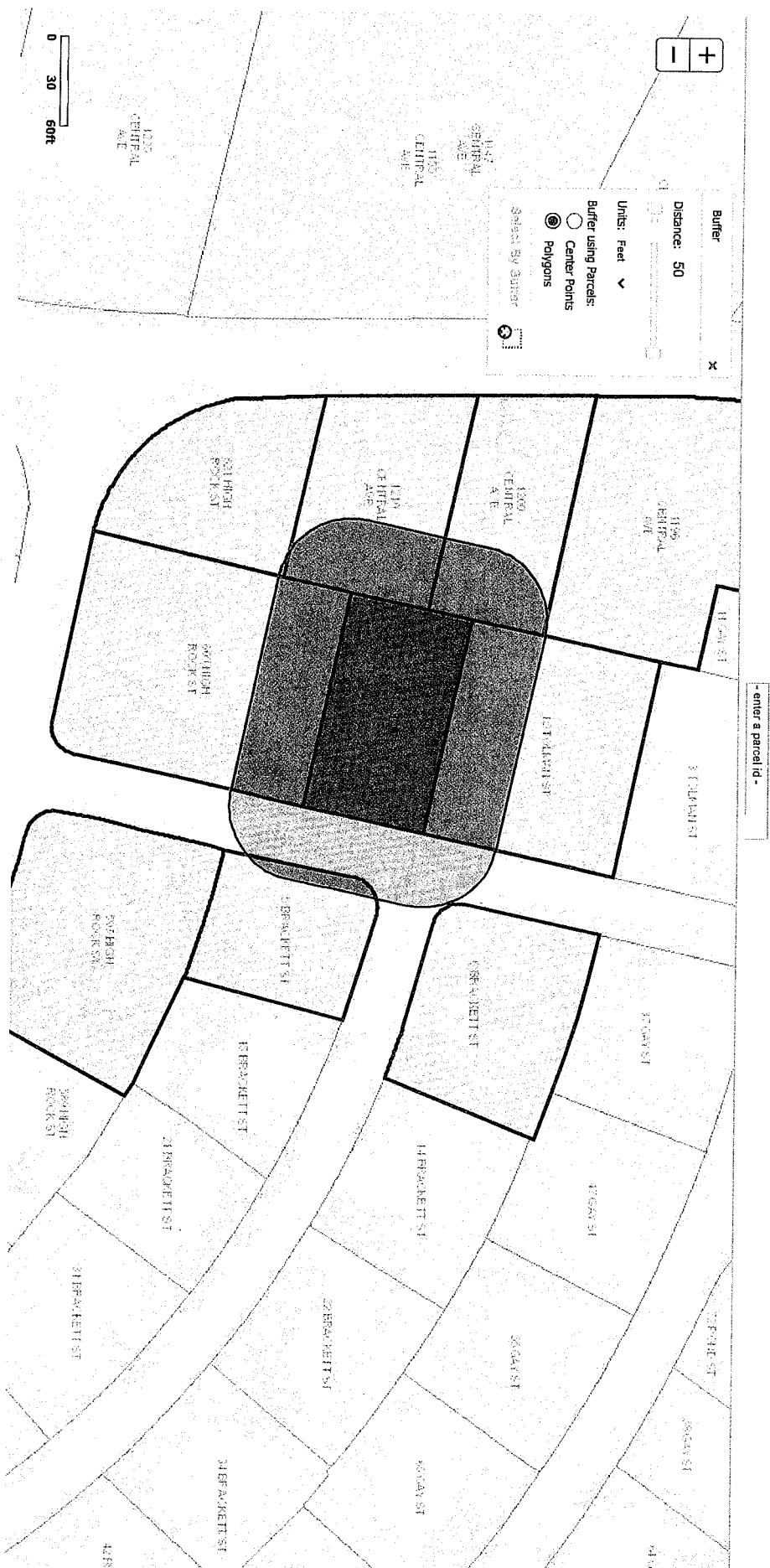
Dated: November 18, 2024

23 TOLMAN STREET GOL

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/142.0-0025-0000.0	GREENSTEIN, GARY L. &	GREENSTEIN, SHARYN A	15 TOLMAN ST	NEEDHAM	MA	02492-
199/142.0-0003-0000.0	BOWE, ALAN J. & BETTY S. TRS	BOWE REALTY TRUST	1200 CENTRAL AVE	NEEDHAM	MA	02492-
199/142.0-0001-0000.0	GONECONTO, GEORGE W. &	NYUNT, NINI	621 HIGH ROCK ST	NEEDHAM	MA	02492-
199/142.0-0028-0000.0	HOLLY, MARK H. &	HOLLY, NANCY L	597 HIGH ROCK ST	NEEDHAM	MA	02492-
199/142.0-0004-0000.0	SHAMESH LLC		55 SOUTH BRADFORD ST	NORTH ANDC MA	01845-	
199/142.0-0029-0000.0	CUNOOSAMY, MOOTOOSAMY PO. KURIAN, NISHA		5 BRACKETT ST	NEEDHAM	MA	02492-
199/142.0-0026-0000.0	SHAFF, ERIC D. &	SHAFF, SHARON L	23 TOLMAN ST	NEEDHAM	MA	02492-
199/142.0-0027-0000.0	SUTCLIFFE, DAVID G. &	SUTCLIFFE, ELIZABETH A	58 FAY LN	NEEDHAM	MA	02494-
199/142.0-0038-0000.0	MACDUFF, IAN D. TR. &	MACDUFF, TERI M. TR	6 BRACKETT ST	NEEDHAM	MA	02492-
199/142.0-0002-0000.0	HRVNYK, LUBA &	HRVNYK, WALTER	1210 CENTRAL AVE	NEEDHAM	MA	02492-

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

[Signature]





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

MEETING DATE: 12/17/2024

Agenda Item	Outdoor Dining License Amendment – CEED Corp, dba Cook Needham
Presenter(s)	Diana Sepulveda, General Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	CEED Corp, dba Cook Needham, located at X Chapel Street currently holds a seasonal Outdoor Dining License and seeks the Select Board’s approval to modify this license to allow for year-round outdoor dining. The Planning Board’s 2024 approval of the current outdoor dining setup does not limit the use by season and does not require modification for year-round outdoor dining. Similarly, the All-Alcohol Section 12 Restaurant License held by Cook does not restrict the outside service area by season and would not require amendment for year-round outdoor dining. The applicant has used the requested area since 2020 on a year-round basis in accordance with state emergency orders and local rules in the context of the COVID-19 pandemic. The Needham Police, Public Works, and Health and Human Services have reviewed this request favorably. The Fire and Building Departments are still reviewing the proposal. For approval, the applicant requires an exception to Select Board Policy SB-LIC-016 to permit for year-round outdoor dining.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: Move that the Board vote to renew the Outdoor Dining License for CEED Corp, dba Cook Needham and grant an exception to Select Board Policy SB-LIC-016 to permit year-round outdoor dining pending full department approval.
3.	BACK UP INFORMATION ATTACHED
	a. Select Board Policy

Town of Needham Select Board

Policy Number:	SB-LIC-016
Policy:	Outdoor Dining Licenses
Date Approved:	10/12/2021
Date Revised:	
Approved:	 _____ Chair, Select Board

Section 1. Purpose

The purpose of this policy is to establish a process and application criteria for licensing local businesses to use public rights-of-way, public parking lots, on-street parking spaces, sidewalks and/or other Town-owned property for outdoor dining. The Select Board will consider these guiding principles for outdoor dining:

- Create quality public spaces that contribute to people's health, happiness, and sense of connection to Needham and with each other.
- Support small businesses through added vibrancy and engagement in our business districts.
- Maintain safe and accessible sidewalk access for all users.
- Balance the needs of other street activities, including adequate parking infrastructure.

Section 2. Policy

- 2.1 No outdoor restaurant seating shall be permitted within the public right-of-way, public sidewalks and/or on public property unless the Select Board authorizes the placement of temporary outdoor seating.
- 2.2 Under Zoning Bylaw Section 6.9, the Select Board may authorize the placement of seasonal, temporary outdoor seating including but not limited to tables, chairs, serving equipment, planters, and umbrellas, within the public way and on public property, for eat-in restaurants during normal hours of operation, provided that:
 - 2.2.1 The Select Board holds a public hearing and deems that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons

of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, is adequately provided for;

- 2.2.2 The seating is within the public sidewalk abutting the front, rear, or side of the restaurant's owned or leased property or on a public way or on other public property abutting the front, rear, or side of the restaurant's owned or leased property;
- 2.2.3 Such use is clearly related to the restaurant conducted inside the principal building;
- 2.2.4 Unless otherwise permitted by law, a minimum sidewalk width of forty-eight inches (48") and a minimum width of thirty-six inches (36") of unobstructed pedestrian paths , shall be continuously maintained, as shown on the plan provided to the Select Board;
- 2.2.5 Such use does not obstruct or otherwise interfere with visibility at intersections;
- 2.2.6 During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash; and
- 2.2.7 The application and proposed plans adhere to all health, safety, access, and operational requirements established by the Town, as outlined in Appendix A: Outdoor Dining Requirements. The Town Manager is authorized to update these requirements, as needed, and will ensure the application form reflects any changes.
- 2.3 Items 2.2.1, 2.2.2 and 2.2.3 shall not apply during special town-wide festivals or events during the year as designated by the Select Board.
- 2.4 A restaurant applying for outdoor seating must possess a Common Victuallers License.
- 2.5 Operation of outdoor restaurant seating areas is only permitted when the main place of business is open.
- 2.6 Two or more restaurants may apply jointly for a shared outdoor seating area, subject to all requirements that apply to individual applicants.
- 2.7 The Board may not approve more than 3 public parking spaces for any single applicant. The three spaces include any area taken by concrete safety barriers.

- 2.8 If an applicant is requesting the use of a designated handicap parking space for outdoor dining, the Board may not approve unless a suitable alternative location for handicap parking is identified.
- 2.9 The outdoor dining season shall be April 1 - November 30. The Select Board may authorize seasonal temporary outdoor seating under Zoning Bylaw Section 6.9.2 (b) earlier than April 1 and later than November 30 of each year. Applicants should specify the requested start and end date for their outdoor seating area. Board consideration shall be given to snow removal operations, roadway and sidewalk construction schedules, and other needs of the Town.
- 2.10 Outdoor dining licenses must be renewed annually. For those applications seeking a renewal from the prior year, the Town Manager will determine whether a public hearing is required, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.
- 2.11 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
- 2.12 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the Outdoor Seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
- 2.13 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 2.14 Permission to use Town land does not modify or amend any applicable state or local rules, requirements, permits, licenses, or approvals. To the extent that modifications of any existing permits, licenses or approvals may be necessary, they should be separately applied for by the applicant.
- 2.15 Permission to use Town land may be modified or terminated by the Town, in its sole discretion, at any time. Upon termination, the restaurant shall be responsible for removing all its property from the designated area.

Section 3. Procedures

- 3.1 The applicant shall file an application for outdoor dining on the form prescribed by the Town of Needham and submit requisite plans, photographs, and information.
- 3.2 The application and related plans that are submitted must adhere to all health, safety, and access requirements established by the Town, as outlined in this policy and in Appendix A: Outdoor Dining Requirements.
- 3.3 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 3.4 Upon receipt of an application, the Town Manager or their designee, will review the application for completeness, request any missing documentation, and circulate the completed application to relevant Town departments for review and comments.
 - 3.4.1 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
 - 3.4.2 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the outdoor seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
 - 3.4.3 Applicants are encouraged to apply in late fall/early winter prior to the next outdoor dining season. Applicants may need approval from multiple local boards including the Select Board, Planning Board, and/or Zoning Board of Appeals depending on the specifics of the application. Applicants with liquor licenses will also require approval from the Alcoholic Beverages Control Commission, after local approval is received. While the Town will work diligently to process applications, applicants are not guaranteed a decision by April 1.
- 3.5 The Office of the Town Manager will notify the applicant and all owners of property within a 300-foot radius of the premises to be licensed of any public hearing via certified mail, at least seven (7) days prior to the scheduled hearing date.
- 3.6 Applicants that are approved by the Board will be required to sign a license agreement with the Town of Needham for the use of the public right of way.
- 3.7 Approved applicants may be required to obtain additional permits, subject to the specific furniture and accessories proposed for outdoor dining. Tents and outdoor structures with roofs require a permit from the Building Department. Outdoor

electrical wiring and lighting require an electrical permit from the Building Department. Outdoor heaters require a permit from the Fire Department.

- 3.8 Applicants with outdoor seating approved in on-street parking spaces or in a parking lot must coordinate with the Department of Public Works for the placement of concrete jersey barriers, before outdoor dining furniture can be installed or used.
- 3.9 Outdoor dining licenses must be renewed annually. The Select Board will determine whether a public hearing is required for renewal, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.

Section 4. Fees

- 4.1 There shall be an annual application fee of \$25, which will be credited toward the annual licensing fee, as defined in Section 4.2, when the application is approved.
- 4.2 For all approved applications, there shall be an additional annual licensing fee for the sole use of public space for outdoor dining at the rate of \$250 per public parking space and \$100 for the use of the sidewalk. If an applicant is approved for the use of public parking space(s) and the sidewalk, the \$100 sidewalk licensing fee will be waived.

Section 5. Exceptions

The Select Board reserves the right to make exceptions to this policy if it determines that it is in the best interest of the Town to do so.

Appendix A. Outdoor Dining Requirements

All outdoor dining applications will be reviewed by the relevant Town Department(s) to ensure compliance with the following requirements:

Public Safety & Accessibility

1. The plan submitted must show a minimum sidewalk width of 48” and a minimum width of 36” (or as otherwise prescribed by law) is maintained and unobstructed from the sidewalk or entrances into the building or any other designated walkways or pedestrian paths. The table and chairs must be placed within the outdoor seating area in such a manner as to allow free and safe passage of pedestrian traffic.
2. The outdoor seating arrangement may not obstruct or interfere with visibility at any street intersection and must not impede Police or Fire access.
3. The outdoor seating arrangement may not obstruct any fire exit, fire escape or other required ingress or egress.
4. The outdoor seating area must be accessible to people with disabilities and the applicant must at all times comply with all applicable laws, ordinances and regulations concerning accessibility and non-discrimination in the providing of services.
5. Outdoor seating placed on sidewalks or in outdoor areas should maintain a 36” clear path between and around all tables and chairs.
6. Seating placed near or adjacent to public ways or parking lots that vehicles can pull up to or travel by must have crash protection, such as concrete barriers.

Public Health

7. All entrances and exit doors through the kitchen used by food service personnel and customers must be screened and provided with air curtains meeting National Sanitation Foundation standards. All windows or openings through the kitchen used for the transfer of food must also be screened and provided with air curtains. (If your entrance and exit or service opening to the outdoor seating area is through the kitchen, you must get Health Department approval.)
8. All food must be prepared inside the facility’s kitchen and kept inside until served. No food may be prepared outside.
9. A system for washing down the outside seating area must be provided.
10. Food service personnel may not serve patrons beyond the outdoor seating area as shown on the plan approved by the licensing authority.
11. Food service personnel must constantly police the outdoor seating area for wastepaper, garbage, and other trash. Covered trash receptacles should be provided and must be emptied as needed to prevent overflowing. They must also be emptied at the end of each evening’s service.
12. If dumpsters are located near these proposed seating areas, need to ensure that areas around dumpsters are clean and sanitary, and no public health nuisance issues with odors or attraction of pests exist.
13. During the operating hours and thereafter, strict clean-up practices must be adhered to. Food service personnel must clear up after each patron and remove all trash and dirty dishes.

14. Outside food handlers must have easy access to handwash sinks and cleaning cloths. Facilities for preparation and disposal of sanitizing solutions must be accessible.
15. Outdoor seating areas shall be considered as part of the restaurant and shall comply with Board of Health regulations, including a prohibition of smoking in seasonal outdoor dining areas and only service animals being allowed in those same areas.
16. Pets not allowed in outdoor seating areas. Only service animals are permitted.

Furniture, Fixtures, Lighting & Heating

17. Tents and outdoor structures with roofs will require a permit from the Building Department.
18. Electrical wiring and lighting for outdoor seating will require an electrical permit from the Building Department.
19. Outdoor heaters require a permit from the Fire Department.
20. The applicant shall be responsible for the maintenance and upkeep of the public right-of-way used for the outdoor seating area and the replacement of damaged public property, including brick pavers. No furniture or furnishings may be permanently attached by any means to the public sidewalk or any other public property.
21. Planters may be used to provide added visual interest and create a more attractive and welcoming atmosphere. Planters may not be used to define the area of outdoor seating where the service of alcohol is involved.
22. If a patio is constructed, the patio or other ground surface must be constructed of material readily cleanable and not susceptible to dust, mud, or debris. (Brick, bluestone, tile, and concrete are examples of acceptable materials.)
23. Outdoor dining furniture and fixtures must be maintained in good visual appearance and in clean condition. Tabletops must be easily cleanable and durable and maintained in a clean and sanitary condition.
24. Umbrellas may be used but must be, when extended, at least 7 feet above the sidewalk or patio level and contained within the outdoor seating area. Umbrellas should be closed when the restaurant is not open for business.
25. Furniture and fixtures must be removed or safely secured when inclement weather is forecasted.
26. At the end of each outdoor dining season, all furniture, umbrellas, and trash receptacles must be removed.
27. All outdoor seating, furnishings and obstructions must be removed from December 1 through and including March 31, unless you have received written approval from the Town of Needham extending your outdoor dining license beyond April 1 - November 30.
28. Electrical or lighting used in or around outdoor seating needs to be UL listed for outdoor continuous use, such as power outlets, lighting and cords or cables. Exterior feeds for lighting or power should not be laid on the ground and installed overhead without code compliant cable and supporting hardware. Electrical wiring for lighting and power shall require a permit and inspection, this work shall be installed by a licensed electrician.
29. Tents, membrane structures and their accessories such as sidewalls, drops, tarpaulins, floor coverings, bunting and combustible decorations shall be certified by an approved testing laboratory meeting the design criteria of NFPA 701. Each Membrane structure or tent shall have a permanently affixed label bearing the size, fabric, and material type, testing agency and standard that fabric was tested under.

30. Portable fire extinguishers are required for each tent or membrane structure.
31. Open or exposed flame or other devices emitting flame, fire or heat or any other flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the Fire Code Official.
32. LP Gas containers shall be located on the outside. Containers of 500 gallons or less shall have a minimum separation distance of 10 feet between the container and the structure. Storage of over 500 gallons shall have a minimum distance of 25 feet between the container and the structure.
33. Portable LP Gas containers, piping, valves, and fittings located outside and are being used to fuel equipment inside the tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location. Portable LP Gas containers shall be securely fastened in place to prevent unauthorized movement.

Licensing Authority

34. A restaurant requesting outdoor seating must possess a Common Victuallers License.
35. The outdoor seating area must be clearly related to the restaurant conducted in the principal building.
36. Operation of outdoor restaurant seating areas is permitted only when the main place of business is open.
37. If an applicant currently has an alcoholic license and intends to extend that service to the Outdoor Seating area, it must file an Alteration of Premises ABCC form with the Select Board.



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

MEETING DATE: 12/17/2024

Agenda Item	Capital Policies Review
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Deputy Town Manager/Finance Katie King, Deputy Town Manager Cecilia Simchak, Assistant Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will recommend an amendment to the Capital Improvement Policies. Dave Davison, Deputy Town Manager/Director of Finance, outlined the proposed changes at the Board's meeting on October 8, 2024.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Board vote to approve the revised SB-FIN-002 – Capital Improvement Policies.
3.	BACK UP INFORMATION ATTACHED
	a. Capital Improvement Policies Revision (Redline) b. Capital Improvement Policies Revision (Clean)

Select Board

Policy Number:	SB-FIN-002
Policy:	Capital Improvement Policies
Date Approved: Date Revised:	May, 1991 December 20, 2005 May 11, 2010 October 8, 2013 December 20, 2022 January 9, 2024 December 17, 2024
Approved:	

A. General Provisions

- Capital items for the purpose of this Capital Improvement Plan ([CIP](#)) shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
- Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
- All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
- All equipment replacement needs for the coming five years will be ~~projected~~[projected](#), and the projection will be updated each year.
- Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital ~~Improvement~~[Equipment](#) Fund (~~CE~~[EIF](#))

- In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham [established](#) ~~has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter initially referred to as the Capital Improvement Fund or CIF~~ [under Article 58 of the 2004 Annual Town Meeting](#). ~~This fund was repurposed and redesigned as by the Capital Equipment Fund (CEF) under Article 14 of by the October 21, 2024 Special Town Meeting. (Article 14/2024~~

~~October STM).~~ The purpose of the CEF is to allow the Town to reserve funds to use for capital equipment when ordinary funding sources (e.g. general fund cash capital) are unavailable, but when purchases should not be delayed. Use of the monies in the Fund may only be approved by Town Meeting appropriation.

2. Appropriations from the CEF are restricted to ~~the following items for which the Town may borrow for a period of five years or more:~~ the acquisition of new capital equipment and the replacement of existing capital equipment.
3. Only General Fund capital items that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CEF.
4. The primary funding source for the CEF will be the proceeds from the Sale of Surplus Equipment. In accordance with the provisions of the fourth paragraph of Massachusetts General Laws Chapter 40 Section 5B, which allows the dedication without further appropriation 100% of the Sale of Surplus Equipment.
- 3.5. The funding target measurement for the CEF will be the estimated cost of one (1) a fire engine and one (1) fire ladder truck.
- 4.6. Appropriations into the ~~GIF-CEF~~ and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham ~~has~~ established a Capital Facility Fund under (Article 10 of the /2007 Annual Town Meeting). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. For the purpose of the Fund, the term “capital facility” shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term “building or structure” shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town.
4. The primary funding source for the CFF will be no less than 2% of the Ffree Ceash, of which no more than 2% of the total certified by the Department of Revenue (DOR) during the fiscal year. The funds may be appropriated to the Fund at any town meeting prior to the end of the fiscal year. free cash should be appropriated.

3.5. The funding target measurement for the CFF should be 1.5% of the insured value of the Town owned buildings (exclusive of land, building contents, and enterprise fund assets) as of the prior year.

6. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

4.—

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham ~~has~~ established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. For the purpose of the fund, the term “athletic facility” shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and public school teams.
3. Appropriations into the AFIF and interest earnings on the Fund become part of the Fund.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham ~~has~~ established a Debt Service Stabilization Fund (~~DSSF~~) under Article 14X of the November 2015 Special 20XX Annual Town Meeting. The purpose of the fund is to allow the Town to plan for long-term capital expenses and, from time to time, by appropriation, reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. The primary funding source for the DSSF will be free cash in the amount of certified Ffree Ceash certified by DOR which is over the amount certified in the prior fiscal year. The certified Free Cash comparison should be adjusted by backing out of the new year Free Cash certification the amount of Free Cash not appropriated in the prior year that was closed out to the General Ffund balance and became part of the new year certified Free Cash.

3. A secondary funding source for the DSSF will be certain new growth revenue, such as ~~for~~from large commercial developments. , ~~plus certain new growth revenue.~~
 4. The ~~funding target measurement~~ for this fund should be an amount not less than two years' of General Fund Debt Service within the Levy Limit or 5% of total General Fund Revenues, whichever is higher.
- Appropriations into the Debt Service Stabilization Fund and interest earnings on the Fund become part of the Fund.

DRAFT

G.F. Stormwater Stabilization Fund

1. In accordance with the provisions of the fourth paragraph of Massachusetts General Laws Chapter 40 Section 5B, which allows the dedication without further appropriation 100% of the Community Stormwater Mitigation Assessments collected, the Town of Needham ~~has~~ established a Stormwater Stabilization Fund under Article 35 of the 2023 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for future capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. Receipts credited to the Stormwater Stabilization Fund and interest earnings on the Fund become part of the Fund.

DRAFT

Select Board

Policy Number:	SB-FIN-002
Policy:	Capital Improvement Policies
Date Approved: Date Revised:	May, 1991 December 20, 2005 May 11, 2010 October 8, 2013 December 20, 2022 January 9, 2024 December 17, 2024
Approved:	

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan (CIP) shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected, and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Equipment Fund (CEF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham established the Capital Improvement Fund or CIF under Article 58 of the 2004 Annual Town Meeting. This fund was repurposed and redesigned as the Capital Equipment Fund (CEF) under Article 14 of the October 21, 2024 Special Town Meeting. The purpose of the CEF is to allow the Town to reserve funds to use for capital equipment when ordinary funding sources are unavailable, but when

purchases should not be delayed. Use of the monies in the Fund may only be approved by Town Meeting appropriation.

2. Appropriations from the CEF are restricted to the acquisition of new capital equipment and the replacement of existing capital equipment.
3. Only General Fund capital items that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CEF.
4. The primary funding source for the CEF will be the proceeds from the Sale of Surplus Equipment. In accordance with the provisions of the fourth paragraph of Massachusetts General Laws Chapter 40 Section 5B, which allows the dedication without further appropriation 100% of the Sale of Surplus Equipment.
5. The funding target for the CEF will be the estimated cost of one (1) fire engine and one (1) fire ladder truck.
6. Appropriations into the CEF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham established a Capital Facility Fund under Article 10 of the 2007 Annual Town Meeting. The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
 2. For the purpose of the Fund, the term “capital facility” shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
 3. The term “building or structure” shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town.
 4. The primary funding source for the CFF will be no less than 2% of the Free Cash certified by the Department of Revenue (DOR) during the fiscal year. The funds may be appropriated to the Fund at any town meeting prior to the end of the fiscal year.
 5. The funding target for the CFF should be 1.5% of the insured value of Town owned buildings (exclusive of land, building contents, and enterprise fund assets) as of the prior year.
 6. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.
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D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. For the purpose of the fund, the term “athletic facility” shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and public school teams.
3. Appropriations into the AFIF and interest earnings on the Fund become part of the Fund.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham established a Debt Service Stabilization Fund (DSSF) under Article 14 of the November 2015 Special Town Meeting. The purpose of the fund is to allow the Town to plan for long-term capital expenses and, from time to time, by appropriation, reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities. Use of the monies in the Fund may only be approved by Town Meeting appropriation.
2. The primary funding source for the DSSF will be the amount of Free Cash certified by DOR which is over the amount certified in the prior fiscal year. The certified Free Cash comparison should be adjusted by backing out of the new year Free Cash certification the amount of Free Cash not appropriated in the prior year that was closed out to the General Fund balance and became part of the new year certified Free Cash.
3. A secondary funding source for the DSSF will be certain new growth revenue, such as from large commercial developments.
4. The funding target for this fund should be an amount not less than two years’ of General Fund Debt Service within the Levy Limit or 5% of total General Fund Revenues, whichever is higher.

Appropriations into the Debt Service Stabilization Fund and interest earnings on the Fund become part of the Fund.

F. Stormwater Stabilization Fund

1. In accordance with the provisions of the fourth paragraph of Massachusetts General Laws Chapter 40 Section 5B, which allows the dedication without further appropriation 100% of the Community Stormwater Mitigation Assessments collected, the Town of Needham
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established a Stormwater Stabilization Fund under Article 35 of the 2023 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for future capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. Use of the monies in the Fund may only be approved by Town Meeting appropriation.

2. Receipts credited to the Stormwater Stabilization Fund and interest earnings on the Fund become part of the Fund.

DRAFT



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

MEETING DATE: 12/17/2024

Agenda Item	Approve the FY2026 – FY2030 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Deputy Town Manager/Finance Katie King, Deputy Town Manager Cecilia Simchak, Assistant Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will recommend that the Board approve the FY2026 – 2030 Capital Improvement Plan for transmittal to the Finance Committee.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Suggested Motion:</i> that the Board approve the FY2026 – 2030 Capital Improvement Plan for transmittal to the Finance Committee.
3.	BACK UP INFORMATION ATTACHED
	a. FY2026 Capital Funding Recommendations (inclusive of Tiers I and II) b. Tier I Recommendations for Fiscal Years 2026 – 2030 c. Individual Capital Requests were forwarded previously

**FY2026
Capital Budget**

Funding Recommendations

Title	Code*	Dep	Function	Qty*	FY2026					Note	Page
					Department Request	Cash Tier 1	Debt	Cash Tier 2	Debt Tier 2		
Choral Risers and Acoustical Shells for Needham High School	N	School	Schools	1	60,000			60,000		New request for FY2026 was not in the plan before.	32
DPW Specialty Equipment - Dynapac Roller	M	Highway	Public Works	1	28,000	28,000					81
General Government Technology Replacement Request	N	School	General	1	896,000	896,000					70
Library Technology Plan	M	Library	Community	1	54,000	54,000					234
LIFEPAK 35 Defib Monitor	M	Fire	Public Safety	1	62,842	62,842				High priority life/safety	21
Ongoing PPE Replacement	M	Fire	Public Safety	1	103,958	103,958				High priority life/safety	24
School Copier Replacement	M	School	Schools	1	60,000	60,000					34
School Department Technology Replacement Request	P	School	Schools	1	577,875	577,875					40
School New and Replacement Furniture	P	School	Schools	1	25,000	25,000					46
Town Copier Replacement	N	School	General	1	28,000			28,000		New request for FY2026 was not in the plan before.	76
Town Facility Replacement Furniture and Office Fixtures	M	Manager	General	1	40,000			40,000		Recommended as Tier II	1
BMS Upgrades	M	Bldg Maint	Utilities	2	229,000			229,000		Recommended as Tier II	90
Center at the Heights- Option 1 Kitchen	M	COA	Community	2	245,000	245,000					219
Center at the Heights - Option 1a Fitness Room Expansions & Game Room Swap	M	COA	Community	2	70,000	70,000					224
Center at the Heights - Option 3 Handicap Accessible Rear Entrance	M	COA	Community	2	80,000	80,000					226
Eliot Boiler Replacement	P	Bldg Maint	Schools	2	560,000	560,000					93
HVAC Upgrades	M	Bldg Maint	Schools	2	80,000			80,000		Recommended as Tier II, priority item.	98
Library Renovation: Young Adult Area	M	Library	Community	2	2,386,000		2,386,000			Assigned to the Building Design & Construction Dept (PPBC)	246
NHS Stairs Repair	U	Bldg Maint	Schools	2	1,040,000	1,040,000				Funding advanced due to the condition of the area.	106
Sustainable Building Retrofit Program	M	Various	Utilities	2	100,000	100,000					111

**FY2026
Capital Budget**

Funding Recommendations

Title	Code*	Dep	Function	Cat*	FY2026					Debt	Cash Tier 2	Debt Tier 2	Other	Note	Page
					Department Request	Cash Tier 1	Debt	Cash Tier 2	Debt Tier 2						
Theatrical Lighting, Sound, & Rigging Repairs	M	School	Schools	2	2,051,090		1,812,820						238,270	Funding Newman School; design for next phase on hold while the MSBA process for the Pollard School is underway.	52
Athletic Facility Improvements (Eliot School Grounds Renovation)	M	Parks	Community	3	69,960								69,960		163
NPDES Support Projects	M	Engineering	Stormwater	3	1,622,000	500,000							1,122,000	Funding request increased from prior year (\$1,622K v \$816K) planned funding source lower.	119
Public Works Infrastructure Program	M	Highway	Transportation Network	3	5,480,000	3,000,000		2,480,000						\$3M Tier I recommendation; balance priority Tier II funding recommendation.	143
Quiet Zone Safety Upgrades	M	Engineering	Transportation Network	3	3,500,000		3,500,000								130
Street Acceptance for Parkvale Road	N	Engineering	Transportation Network	3	250,000			250,000						Recommended as Tier II; Subject to Betterment	132
Street Acceptance for Sachem Road	N	Engineering	Transportation Network	3	250,000			250,000						Recommended as Tier II; Subject to Betterment	134
Trail Resurfacing and Improvements	P	Parks	Community	3	75,000			75,000						Recommended as Tier II	171
Transportation Safety Committee	P	Engineering	Transportation Network	3	100,000	100,000									157
Replace Unit 111 2013 John Deere Trackless MT6	S	Highway	Public Works	4	283,454			283,454						Recommended as Tier II	6
Replace Unit 126 2016 Wanco WVTMM	BT	Highway	Public Works	4	23,205								23,205	Does not meet the requirement for CIP; May be funded through Operating Budget.	6
Replace Unit 143 2019 Volvo L90H Loader	S	Solid Waste	Public Works	4	434,910	434,910									6
Replace Unit 322 2016 Cross Country 16' Utility	BT	Parks	Public Works	4	6,141								6,141	Does not meet the requirement for CIP; May be funded through Operating Budget.	6
Replace Unit 332 2016 Cross Country 618TL5	BT	Parks	Public Works	4	6,141								6,141	Does not meet the requirement for CIP; May be funded through Operating Budget.	6
Replace Unit 336 2017 Toro Groundmaster 5910 Mower	S	Parks	Public Works	4	177,100			177,100						Recommended as Tier II	6
Replace Unit 36 2014 Warren Ejector	T	Solid Waste	Public Works	4	116,184			116,184						Recommended as Tier II	6
Replace Unit 452 2013 Ford Taurus	C	Assessing	General	4	69,370			69,370						Recommended as Tier II	6

**FY2026
Capital Budget**

Funding Recommendations

Title	Code*	Dep	Function	Qty*	FY2026					Debt	Cash Tier 2	Debt Tier 2	Other	Note	Page
					Department Request	Cash Tier 1	Debt	Cash Tier 2	Debt Tier 2						
Replace Unit 50 2016 Ford F250 Super Duty	C	Parks	Public Works	4	92,502			92,502						Recommended as Tier II	6
Replace Unit 52 2018 Toyota RAV4	C	Highway	Public Works	4	52,675			52,675						Recommended as Tier II	6
Replace Unit 579 2014 Ford Explorer Interceptor	C	Police	Public Safety	4	41,181	41,181									6
Replace Unit 70 2017 Ford F550 Super Duty	S	Parks	Public Works	4	128,951			128,951						Recommended as Tier II	6
Replace Unit 708 2016 Ford Transit S7E1	C	Bldg Maint	Public Works	4	90,886			90,886						Recommended as Tier II	6
Replace Unit 71 2017 Ford F550 Super Duty	S	Parks	Public Works	4	128,951			128,951						Recommended as Tier II	6
Replace Unit 8 2014 INTERNATIONAL 7400 Series	S	Highway	Public Works	4	445,410			445,410						Recommended as Tier II	6
Replace Unit 81 2011 Ford F550 Super Duty	S	Solid Waste	Public Works	4	111,842			111,842						Recommended as Tier II	6
Replace Unit Bus 1 2017 Blue Bird School Bus (Diesel)	S	School	Schools	4	375,437	375,437								Proposed replacement is all electric.	6
Replace Unit C-02 2021 Chevy Tahoe	C	Fire	Public Safety	4	108,627			108,627						Recommended as Tier II, priority item.	6
Replace Unit R-04 2017 Ford E450 Ambulance	S	Fire	Public Safety	4	638,220	638,220									6
General Fund					23,454,912	8,992,423	7,698,820	5,297,952	0	1,465,717					
Public Works Facilities Improvements (Phase 2 Design and Phase 1 Construction)	P	All	Public Works	5	22,000,000		19,600,000		2,400,000					Portion of funding for phase two is Tier 2.	84
Purchase of Open Space	P	Recreation	Community	5	1,000,000								1,000,000	Parcel not available	272
Total Including Extraordinary				5	46,454,912	8,992,423	27,298,820	5,297,952	2,400,000		2,465,717				
Action Park & Pickleball Court	M	Parks	Community	3	300,000	300,000								Subject to approval by CPC	248
Trail Signage and Kiosk Installation	N	Parks	Community	3	104,400	104,400								Subject to approval by CPC	16
Community Preservation					404,400	404,400	0	0	0	0	0	0	0		

**FY2026
Capital Budget**

Funding Recommendations

Title	Code*	Dep	Function	Cat*	FY2026						Note	Page
					Department Request	Cash Tier 1	Debt	Cash Tier 2	Debt Tier 2	Other		
Cooks Bridge Sewer Pump Station Replacement	P	Sewer	Utilities	3	195,000	195,000						181
Sewer System Infiltration and Inflow	M	Sewer	Utilities	3	1,000,000			1,000,000			May be funded by I&I mitigation payment	189
Sewer Enterprise Fund					1,195,000	195,000	0	1,000,000	0	0		
Charles River Water Treatment Plant HVAC Upgrades	P	Water	Utilities	2	405,000	405,000						194
Water Distribution System Improvements (Mills/Sachem) (Mayo/Harris to GPA)	P	Water	Utilities	3	49,500	49,500						200
Water Distribution System Improvements - Master Plan	P	Water	Utilities	3	250,000	250,000						201
Water Service Connections	N	Water	Utilities	3	500,000		500,000				May be funded by cash if available.	208
Replace Unit 160 2013 Wach Utility (Mini Vector)	T	Water	Utilities	4	96,717			96,717			Recommended as Tier II	6
Replace Unit 193 2011 Magnum MLT3060K (Light Tower)	BT	Water	Utilities	4	16,984					16,984	Does not meet the requirement for CIP; May be funded through Operating Budget.	6
Replace Unit 26 2018 Ford F250 Super Duty XL 2018	C	Water	Utilities	4	92,503			92,503			Recommended as Tier II	6
Replace Unit 27 2018 Ford F150 XL	C	Water	Utilities	4	84,265			84,265			Recommended as Tier II	6
Water Enterprise Fund					1,494,969	704,500	500,000	273,485	0	16,984		
Totals Excluding Extraordinary					26,549,281	10,296,323	8,198,820	6,571,437	0	1,482,701		
Totals					49,549,281	10,296,323	27,798,820	6,571,437	2,400,000	2,482,701		

**FY2026
Capital Budget**

Funding Recommendations

Title	Code*	Dep	Function	Cat*	FY2026						Note	Page
					Department Request	Cash Tier 1	Debt	Cash Tier 2	Debt Tier 2	Other		

- Code
- * = No recommendation; under study
 - B = Funding may be considered under the operating budget/special warrant article
 - C = Core Fleet
 - D = Recommendation is deferred or on hold pending other actions
 - E = Emergency approval
 - F = Funded appropriation outside the capital plan
 - G = Request may not qualify as capital submission
 - I = Project submission is incomplete or waiting additional information
 - M = Submission has been modified from previous submission
 - N = New submission with this CIP
 - P = Project request has appeared in previous CIP's
 - Q = Request does not qualify as a capital submission
 - R = Resubmitted
 - S = Specialized Fleet Equipment
 - T = Trailer
 - U = Urgent request based on identified conditions

Five Year Capital Improvement Plan
Request Summary
FY2026 – FY2030

Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
General Fund Cash																			
Brine Maker	M	Highway	Public Works		151,000	151,000								151,000	151,000	151,000			136
Choral Risers and Acoustical Shells for Needham High School	N	Schools	Schools	60,000										60,000	-	-			32
DPW Specialty Equipment - Dynapac Roller	M	Highway	Public Works	28,000	28,000									28,000	28,000	28,000			81
DPW Specialty Equipment - Wright Stander Mower	P	Parks & Forestry	Public Works		29,000	29,000								29,000	29,000	29,000			82
DPW Specialty Equipment - Falcon Asphalt Hot Box/Recycler	N	Highway	Public Works		51,000	51,000								51,000	51,000	51,000			82
DPW Specialty Equipment - Mounted Snow Blower	M	Highway	Public Works					280,000	280,000					280,000	280,000	280,000			83
General Government Technology Replacement Request	N	Schools	General	896,000	896,000	320,000	320,000	363,500	363,500	603,500	603,500	744,000	744,000	2,927,000	2,927,000	2,927,000			70
Library Technology Plan	M	Library	Community	54,000	54,000	38,000	38,000							92,000	92,000	92,000			234
LIFEPAK 35 Defib Monitor	M	Fire	Public Safety	62,842	62,842									62,842	62,842	62,842			21
Ongoing PPE Replacement	M	Fire	Public Safety	103,958	103,958	146,246	146,246	133,912	133,912	72,242	72,242	49,336	49,336	505,694	505,694	505,694			24
Road Weather Information System (RWIS)	N	Highway	Public Works											-	-	-			138
School Copier Replacement	M	Schools	Schools	60,000	60,000	70,000	70,000	80,000	80,000	70,000	70,000	120,000	120,000	400,000	400,000	400,000			34
School Department Technology Replacement Request	P	Schools	Schools	577,875	577,875	694,575	694,575	723,500	723,500	887,950	887,950	698,850	698,850	3,582,750	3,582,750	3,582,750			40
School New and Replacement Furniture	P	Schools	Schools	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	125,000	125,000	125,000			46
Town Copier Replacement	N	Schools	General	28,000		31,000	31,000	34,000						93,000	31,000	31,000			76
Town Facility Replacement Furniture and Office Fixtures	M	Manager	General	40,000				40,000	40,000			40,000	40,000	120,000	80,000	80,000			1
Equipment & Technology				1,935,675	1,807,675	1,555,821	1,555,821	1,679,912	1,645,912	1,658,692	1,658,692	1,677,186	1,677,186	8,507,286	8,345,286	8,345,286	-	-	-
BMS Upgrades	M	Bldg. Maint.	Utilities	229,000		425,000								654,000	-	-			90
Center at the Heights - Activated Roof Deck	M	COA	Community					65,000		215,000				280,000	-	-			212
Center at the Heights- Option 1 Kitchen	M	COA	Community	245,000	245,000	1,033,500	1,033,500							1,278,500	1,278,500	245,000	1,033,500		219
Center at the Heights - Option 1a Fitness Room Expansions & Game Room Swap	M	COA	Community	70,000	70,000	351,500	351,500							421,500	421,500	70,000	351,500		224
Center at the Heights - Option 3 Handicap Accessible Rear Entrance	M	COA	Community	80,000	80,000	320,000	320,000							400,000	400,000	80,000	320,000		226
Eliot Boiler Replacement	P	Bldg. Maint.	Schools	560,000	560,000									560,000	560,000	560,000			93
Hillside Maintenance	M	Bldg. Maint.	General			80,000	80,000	1,200,000						1,280,000	80,000	80,000			95

Five Year Capital Improvement Plan
Request Summary
FY2026 - FY2030

Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
HVAC Upgrades	M	Bldg. Maint.	Schools	80,000		1,350,000	1,350,000	50,000	50,000	160,000	160,000	72,000	72,000	1,712,000	1,632,000	1,632,000			98
Library Renovation: Children's Area	M	Library	Community			544,000		2,990,000						3,534,000	-	-			240
Library Renovation: Rosemary Circulation Area & Multi-Purpose Room	P	Library	Community							396,000		2,060,000		2,456,000	-	-			243
Library Renovation: Young Adult Area	M	Library	Community	2,386,000	2,386,000									2,386,000	2,386,000	-	2,386,000		246
NHS Stairs Repair	U	Bldg. Maint.	Schools	1,040,000	1,040,000									1,040,000	1,040,000	1,040,000			106
Pollard and Mitchell Schools Longevity Repairs	I	Bldg. Maint.	Schools											-	-	-			108
Ridge Hill Barn Repairs	I	Bldg. Maint.	Community											-	-	-			109
RTS Property Improvements	M	Solid Waste	Public Works			474,000		99,000		766,000				1,339,000	-	-			175
Sustainable Building Retrofit Program	M	Various	Utilities	100,000	100,000	125,000	125,000	150,000	150,000	175,000	175,000	200,000	200,000	750,000	750,000	750,000			111
Theatrical Lighting, Sound, & Rigging Repairs	M	Schools	Schools	2,051,090	1,812,820	2,029,673		2,070,617						6,151,380	1,812,820	-	1,812,820		52
Buildings & Facilities				6,841,090	6,293,820	6,732,673	3,260,000	6,624,617	200,000	1,712,000	335,000	2,332,000	272,000	24,242,380	10,360,820	4,457,000	5,903,820	-	
Action Park & Pickleball Court	M	Parks	Community	300,000	300,000	3,000,000								3,300,000	300,000	-	-	300,000	248
Athletic Facility Improvements (Eliot School Grounds Renovation)	M	Parks	Community	69,960		1,500,000								1,569,960	-	-			163
Athletic Facility Improvements (DeFazio Lighting Improvements)	N	Recreation	Community					649,000						649,000	-	-			168
Athletic Fields Master Study	M	Recreation	Community					45,000	45,000					45,000	45,000	45,000			251
Cricket Field Building Improvements	M	Recreation	Community					30,000		300,000				330,000	-	-			253
DeFazio-Carleton Pavilion	P	Recreation	Community							50,000	50,000			50,000	50,000	50,000			258
DeFazio Playground Renovation	M	Recreation	Community					425,000	425,000					425,000	425,000	-	425,000		262
Disc Golf Course	NI	Recreation	Community											-	-	-			264
Downtown Redesign - Great Plain Avenue Corridor	I	Highway	Transportation Network											-	-	-			139
Municipal and School Parking Lot Resurfacing	N	Highway	Transportation Network			350,000				250,000				600,000	-	-			140
NPDES Support Projects	M	Engineering	Stormwater	1,622,000	500,000									1,622,000	500,000	250,000		250,000	119
NPDES Support Projects	M	Engineering	Stormwater			1,026,500	425,000							1,026,500	425,000	-	-	425,000	122
NPDES Support Projects	M	Engineering	Stormwater					1,223,000	425,000					1,223,000	425,000	-	-	425,000	124
NPDES Support Projects	M	Engineering	Stormwater							1,279,000	425,000			1,279,000	425,000	-	-	425,000	126

Five Year Capital Improvement Plan

Request Summary

FY2026 - FY2030

Tier One Recommendations

Title	Code*	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
NPDES Support Projects	N	Engineering	Stormwater									1,350,000	425,000	1,350,000	425,000	-		425,000	128
Off Leash Dog Park	NI	Parks	Community											-	-	-			170
Perry Park Improvements	N	Parks	Community							50,000				50,000	-	-		266	
Public Works Infrastructure Program	M	Highway	Transportation Network	5,480,000	3,000,000									5,480,000	3,000,000	3,000,000		143	
Public Works Infrastructure Program	M	Highway	Transportation Network		3,500,000	4,956,250								4,956,250	3,500,000	3,500,000		148	
Public Works Infrastructure Program	M	Highway	Transportation Network					5,121,700	4,000,000					5,121,700	4,000,000	4,000,000		151	
Public Works Infrastructure Program	M	Highway	Transportation Network						4,443,000	4,500,000				4,443,000	4,500,000	4,500,000		153	
Public Works Infrastructure Program	N	Highway	Transportation Network									6,767,000	5,000,000	6,767,000	5,000,000	5,000,000		155	
Quiet Zone Safety Upgrades	M	Engineering	Transportation Network	3,500,000	3,500,000									3,500,000	3,500,000	-	3,500,000	130	
Rosemary Pool Shade Improvements	M	Recreation	Community			125,000								125,000	-	-		269	
Street Acceptance for Parkvale Road	N	Engineering	Transportation Network	250,000										250,000	-	-		132	
Street Acceptance for Sachem Road	N	Engineering	Transportation Network	250,000										250,000	-	-		134	
Trail Resurfacing and Improvements	P	Parks	Community	75,000		80,000		85,000						240,000	-	-		171	
Trail Signage and Kiosk Installation	N	Parks	Community	104,400	104,400									104,400	104,400	-	104,400	16	
Transportation Safety Committee	P	Engineering	Transportation Network	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	500,000	500,000	500,000		157	
Infrastructure & Land				11,751,360	7,504,400	11,137,750	4,025,000	7,678,700	4,995,000	6,472,000	5,075,000	8,217,000	5,525,000	45,256,810	27,124,400	20,845,000	3,500,000	2,779,400	
Replace Unit 1 2018 Toyota RAV4 Hybrid	C	Administration	Public Works					56,427						56,427	-	-		10	
Replace Unit 104 2016 Volvo L110 Loader	S	Solid Waste	Public Works			436,004								436,004	-	-		8	
Replace Unit 106 2015 Prinoth SW4S	S	Highway	Public Works							314,270				314,270	-	-		12	
Replace Unit 111 2013 John Deere Trackless MT6	S	Highway	Public Works	283,454										283,454	-	-		6	
Replace Unit 116 2014 Prinoth SW4S	S	Highway	Public Works			293,375								293,375	-	-		8	
Replace Unit 117 2015 Prinoth SW4S	S	Highway	Public Works					303,643						303,643	-	-		10	
Replace Unit 12 2018 Ford F150	C	Parks	Public Works					90,266						90,266	-	-		10	
Replace Unit 120 2017 Wanco WVTMM	BT	Engineering	Public Works					24,858						24,858	-	-		10	
Replace Unit 121 2020 Wanco	T	Highway	Public Works									26,628		26,628	-	-		14	

Five Year Capital Improvement Plan
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Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit 122 2020 Wanco	T	Highway	Public Works									26,628		26,628	-	-			14
Replace Unit 126 2016 Wanco WVTMM	BT	Highway	Public Works	23,205										23,205	-	-			6
Replace Unit 127 2018 Wanco WVTMM	BT	Engineering	Public Works					24,858						24,858	-	-			10
Replace Unit 129 2018 Sure-Trac	BT	Highway	Public Works									20,845		20,845	-	-			14
Replace Unit 143 2019 Volvo L90H Loader	S	Solid Waste	Public Works	434,910	434,910									434,910	434,910				6
Replace Unit 15 2017 Ford Explorer	C	Administration	Public Works			54,519								54,519	-	-			8
Replace Unit 181 2020 Elgin Pelican Sweeper	S	Highway	Public Works									822,859		822,859	-	-			14
Replace Unit 182 2018 Elgin Pelican Sweeper	S	Highway	Public Works					767,554						767,554	-	-			10
Replace Unit 183 2017 Giant-Vac Monster	T	Parks	Public Works							52,853				52,853	-	-			12
Replace Unit 253 2010 Vermeer SC802 Stump Grinder	T	Parks	Public Works			93,314								93,314	-	-			8
Replace Unit 254 2013 Bandit 250XP	T	Parks	Public Works			83,360								83,360	-	-			8
Replace Unit 3 2012 Ford F450 Super Duty	S	Fleet	Public Works			133,464								133,464	-	-			8
Replace Unit 301 2019 Ford Transit Cargo	C	Parks	Public Works							100,766				100,766	-	-			12
Replace Unit 322 2016 Cross Country 16' Utility	BT	Parks	Public Works	6,141										6,141	-	-			6
Replace Unit 328 2018 Cross Country	BT	Parks	Public Works									11,495		11,495	-	-			14
Replace Unit 330 2018 Sure-Trac	BT	Highway	Public Works									12,712		12,712	-	-			14
Replace Unit 332 2016 Cross Country 618TL5	BT	Parks	Public Works	6,141										6,141	-	-			6
Replace Unit 336 2017 Toro Groundmaster 5910 Mower	S	Parks	Public Works	177,100										177,100	-	-			6
Replace Unit 36 2014 Warren Ejector	T	Solid Waste	Public Works	116,184										116,184	-	-			6
Replace Unit 39 2022 Ford F550 Super Duty	S	Highway	Public Works									147,974		147,974	-	-			14
Replace Unit 4 2019 Ford F350 Super Duty	S	Fleet	Public Works									106,149		106,149	-	-			14
Replace Unit 401 2019 Ford Transit Connect Wagon	C	HHS	Community							76,738				76,738	-	-			12
Replace Unit 402 2017 Ford Transit 350	C	HHS	Community			335,919								335,919	-	-			8
Replace Unit 405 2019 Ford Transit 350	C	HHS	Community							359,845				359,845	-	-			12
Replace Unit 42 2014 International 7 Workstar 7600	S	Solid Waste	Public Works			542,312								542,312	-	-			8
Replace Unit 43 2021 Ford F350	S	Highway	Public Works							102,560				102,560	-	-			12

Five Year Capital Improvement Plan
Request Summary
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Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit 44 2018 Toyota RAV4 Hybrid	C	Engineering	Public Works					56,427						56,427	-	-			10
Replace Unit 452 2013 Ford Taurus	C	Assessing	General	69,370										69,370	-	-			6
Replace Unit 46 2018 Toyota RAV4 Hybrid	C	Engineering	Public Works					47,871						47,871	-	-			10
Replace Unit 47 2018 International 7400	S	Highway	Public Works									511,118		511,118	-	-			14
Replace Unit 48 2019 Ford F450 Super Duty	S	Highway	Public Works			133,464								133,464	-	-			8
Replace Unit 49 2017 Mack GU713	S	Highway	Public Works							580,356				580,356	-	-			12
Replace Unit 50 2016 Ford F250 Super Duty	C	Parks	Public Works	92,502										92,502	-	-			6
Replace Unit 52 2018 Toyota RAV4	C	Highway	Public Works	52,675										52,675	-	-			6
Replace Unit 55 2019 Ford F550 Super Duty	S	Highway	Public Works			133,464								133,464	-	-			8
Replace Unit 56 2020 Ford F250 Super Duty	C	Solid Waste	Public Works					99,091						99,091	-	-			10
Replace Unit 57 2020 Ford F350 Super Duty	C	Highway	Public Works					99,091						99,091	-	-			10
Replace Unit 579 2014 Ford Explorer Interceptor	C	Police	Public Safety	41,181	41,181									41,181	41,181	41,181			6
Replace Unit 58 2019 Spec Utility SW045	T	Solid Waste	Public Works					124,459						124,459	-	-			10
Replace Unit 6 2015 International 7400 Series	S	Highway	Public Works			460,999								460,999	-	-			8
Replace Unit 60 2020 Spectro SW045	T	Solid Waste	Public Works							128,815				128,815	-	-			12
Replace Unit 600 2018 Ford Transit Cargo	C	Schools	Schools							100,831	100,831			100,831	100,831	100,831			12
Replace Unit 601 2018 Ford Transit Cargo Van	C	Schools	Schools			76,236	76,236							76,236	76,236	76,236			8
Replace Unit 62 2016 Cross Country	BT	Parks	Public Works									7,047		7,047	-	-			14
Replace Unit 63 2018 Steco Refuse Trailer (Spector)	T	Solid Waste	Public Works			120,250								120,250	-	-			8
Replace Unit 64 2022 Spectro SW045	T	Solid Waste	Public Works									133,323		133,323	-	-			14
Replace Unit 65 2019 Ford F350 Super Duty	S	Parks	Public Works			95,740								95,740	-	-			8
Replace Unit 7 2017 International 7400	S	Highway	Public Works							493,834				493,834	-	-			12
Replace Unit 70 2017 Ford F550 Super Duty	S	Parks	Public Works	128,951										128,951	-	-			6
Replace Unit 702 2019 Ford F250 Super Duty	C	Bldg. Maint.	Public Works									106,149		106,149	-	-			14
Replace Unit 704 2019 Ford Transit Connect Cargo	C	Bldg. Maint.	Public Works							100,766				100,766	-	-			14
Replace Unit 704 2020 Ford F150 XL	C	Bldg. Maint.	Public Works									106,149		106,149	-	-			12

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Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit 706 2017 Ford Econ T250	C	Bldg. Maint.	Public Works			94,067								94,067	-	-			8
Replace Unit 708 2016 Ford Transit S7E1	C	Bldg. Maint.	Public Works	90,886										90,886	-	-			6
Replace Unit 71 2017 Ford F550 Super Duty	S	Parks	Public Works	128,951										128,951	-	-			6
Replace Unit 715 2020 Ford Transit Cargo Van	C	Bldg. Maint.	Public Works									104,293		104,293	-	-			14
Replace Unit 76 2019 Bobcat A770	S	Highway	Public Works					166,125						166,125	-	-			12
Replace Unit 8 2014 INTERNATIONAL 7400 Series	S	Highway	Public Works	445,410										445,410	-	-			6
Replace Unit 80 2019 International 7300	S	Solid Waste	Public Works			962,382								962,382	-	-			8
Replace Unit 81 2011 Ford F550 Super Duty	S	Solid Waste	Public Works	111,842										111,842	-	-			6
Replace Unit 91 2000 Screen Machine Scalper 107D	T	Solid Waste	Public Works			256,473								256,473	-	-			8
Replace Unit 92 2019 Ford T150 Transit Cargo	C	Engineering	Public Works							100,766				100,766	-	-			12
Replace Unit 93 2015 McCloskey Brothers Trommel Screener	T	Solid Waste	Public Works			289,076								289,076	-	-			8
Replace Unit Bus 1 2017 Blue Bird School Bus (Diesel)	S	Schools	Schools	375,437	375,437									375,437	375,437				6
Replace Unit Bus 14 2021 Blue Bid (Gas)	S	Schools	Schools									430,823		430,823	-	-			14
Replace Unit C-01 2023 Chevy Tahoe	C	Fire	Public Safety							107,858	107,858			107,858	107,858				12
Replace Unit C-02 2021 Chevy Tahoe	C	Fire	Public Safety	108,627										108,627	-	-			6
Replace Unit C-07 2015 Ford 350	C	Fire	Public Safety			124,151	124,151							124,151	124,151				8
Replace Unit C-42 2020 Ford Edge	C	Fire	Public Safety			82,749	82,749							82,749	82,749				8
Replace Unit E-02 2020 E-One Typhoon	S	Fire	Public Safety									1,549,393		1,549,393	1,549,393	-	1,549,393		14
Replace Unit E-03 2014 KME Fire Engine (79' Aerial)	S	Fire	Public Safety					2,167,951						2,167,951	2,167,951	-	2,167,951		10
Replace Unit R-01 2021 Ford E550 Ambulance	S	Fire	Public Safety							707,608	707,608			707,608	707,608				12
Replace Unit R-02 2022 Ford E550 Horton	S	Fire	Public Safety									732,626		732,626	732,626				14
Replace Unit R-04 2017 Ford E450 Ambulance	S	Fire	Public Safety	638,220	638,220									638,220	638,220				6
Replace Unit SV-1 2018 Polaris Ranger XP900	S	Fire	Public Safety			153,393	153,393							153,393	153,393				8
Replace Unit Van 01 2020 Ford Transit 150 AWD	C	Schools	Schools							102,446	102,446			102,446	102,446				12
Replace Unit Van 02 2020 Ford Transit 150 AWD	C	Schools	Schools					98,981	98,981					98,981	98,981				10
Replace Unit Van 04 2019 Ford Transit 150 AWD	C	Schools	Schools					98,981	98,981					98,981	98,981				10

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Tier One Recommendations

Title	Code*	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Sewer Enterprise																			
Cooks Bridge Sewer Pump Station Replacement	P	Sewer	Utilities	195,000	195,000	3,859,000	3,859,000							4,054,000	4,054,000	554,000	3,500,000		181
Sewer Main Replacement	M	Sewer	Utilities					14,000,000		6,000,000	14,000,000			20,000,000	14,000,000	-	14,000,000		184
Sewer System Infiltration and Inflow	M	Sewer	Utilities	1,000,000										1,000,000	-	-	-		189
														-	-	-			
Infrastructure & Land																			
				1,195,000	195,000	3,859,000	3,859,000	14,000,000	-	6,000,000	14,000,000	-	-	25,054,000	18,054,000	554,000	17,500,000	-	
														-	-	-			
Replace Unit 16 Freightliner MT456 Box Truck	S	Sewer	Utilities			362,105	362,105							362,105	362,105		362,105		8
Replace Unit 168 Gorman-Rupp PA4A60 (Waste Pump)	T	Sewer	Utilities			83,625	83,625		83,625					83,625	83,625		83,625		8
Replace Unit 152 Atlas Compco XAS185 Compressor	T	Sewer	Utilities			30,592	30,592							30,592	30,592		30,592		8
Replace Unit 28 Ford F350 Super Duty	S	Sewer	Utilities			92,502	92,502				92,502			92,502	92,502		92,502		8
Replace Unit 29 PJ Trailers U7122 (Water Jet)	T	Sewer	Utilities					102,307	102,307					102,307	102,307		102,307		10
Replace Unit 31 Ford F150	C	Sewer	Utilities							93,426	93,426			93,426	93,426		93,426		12
Replace Unit 37 IH 7500	S	Sewer	Utilities			749,531	749,531		749,531					749,531	749,531		749,531		8
Replace Unit 94 Ford F350 Super Duty	S	Sewer	Utilities			95,740	95,740				95,740			95,740	95,740		95,740		8
														-	-	-			
Fleet																			
				-	-	1,414,095	392,697	102,307	935,463	93,426	281,668	-	-	1,609,828	1,609,828		1,609,828	-	-
Sewer Enterprise Total																			
				1,195,000	195,000	5,273,095	4,251,697	14,102,307	935,463	6,093,426	14,281,668	-	-	26,663,828	19,663,828		2,163,828	17,500,000	-
Fund through Enterprise Fund Cash																			
					195,000		751,697		935,463		281,668		-		2,163,828				
Fund through Debt																			
							3,500,000		14,000,000						17,500,000				

Five Year Capital Improvement Plan
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FY2026 - FY2030

Tier One Recommendations

Title	Code*	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Water Enterprise																			
DPW Specialty Equipment	P	Fleet	Utilities			35,500	35,500							35,500	35,500	35,500			192
Equipment & Technology						35,500	35,500	-	-	-	-	-	-	35,500	35,500	35,500	-	-	
Charles River Water Treatment Plant HVAC Upgrades	P	Water	Utilities	405,000	405,000									405,000	405,000	405,000			194
Building & Facilities				405,000	405,000	-	-	-	-	-	-	-	-	405,000	405,000	405,000	-	-	
Forestry Management Plan	I	Water	Utilities											-	-	-			196
Gate Replacement Program	I	Water	Utilities											-	-	-			197
PFAS Mitigation	I	Water	Utilities											-	-	-			198
Water Distribution System Improvements (Mills/Sachem) (Mayo/Harris to GPA)	P	Water	Utilities	49,500	49,500	470,500	470,500							520,000	520,000	520,000			200
Water Distribution System Improvements - Master Plan	P	Water	Utilities	250,000	250,000									250,000	250,000	250,000			201
Water Distribution System Improvements Kingsbury St - Oakland Ave to Webster St)	P	Water	Utilities			122,000	122,000	555,000	555,000					677,000	677,000	677,000			203
Water Distribution System Improvements (Oakland Ave - May St to Highland Ave)	P	Water	Utilities					380,000	380,000	500,000	500,000			880,000	880,000	880,000			205
Water Service Connections	N	Water	Utilities	500,000	500,000									500,000	500,000	-	500,000		208
Water Supply Development	M	Water	Utilities			3,050,000	3,050,000							3,050,000	3,050,000	-	3,050,000		210
Infrastructure & Land				799,500	799,500	3,642,500	3,642,500	935,000	935,000	500,000	500,000	-	-	5,877,000	5,877,000	2,327,000	3,550,000	-	
Replace Unit 14 2020 International Harvester HV507	S	Water	Utilities									600,669	600,669	600,669	600,669	600,669			14
Replace Unit 156 2011 Baker Robinson (Portable Pump)	T	Water	Utilities			83,625	83,625							83,625	83,625	83,625			6
Replace Unit 159 2012 GS/Goodwin N32-9232 Portable Pump	T	Water	Utilities							89,582	89,582			89,582	89,582	89,582			12
Replace Unit 160 2013 Wach Utility (Mini Vector)	T	Water	Utilities	96,717										96,717	-	-			6
Replace Unit 193 2011 Magnum MLT3060K (Light Tower)	BT	Water	Utilities	16,984										16,984	-	-			6

Five Year Capital Improvement Plan
Request Summary
FY2026 - FY2030

Tier One Recommendations

Title	Code**	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit 20 2018 Toyota RAV 4	C	Water	Utilities					56,427	56,427					56,427	56,427	56,427			10
Replace Unit 22 2020 Ford F450 Super Duty	S	Water	Utilities									147,974	147,974	147,974	147,974	147,974			14
Replace Unit 24 2019 Ford Transit Connect Cargo	C	Water	Utilities							100,766	100,766			100,766	100,766	100,766			12
Replace Unit 26 2018 Ford F250 Super Duty XL 2018	C	Water	Utilities	92,503										92,503	-	-			6
Replace Unit 27 2018 Ford F150 XL	C	Water	Utilities	84,265										84,265	-	-			6
Replace Unit 331 2018 B-Wis	BT	Water	Utilities									3,307		3,307	-	-			14
														-	-	-			
Fleet				290,469	-	83,625	83,625	56,427	56,427	190,348	190,348	751,950	748,643	1,372,819	1,079,043	1,079,043	-	-	
Water Enterprise Total				1,494,969	1,204,500	3,761,625	3,761,625	991,427	991,427	690,348	690,348	751,950	748,643	7,690,319	7,396,543	3,846,543	3,550,000	-	
Fund through Enterprise Fund Cash					704,500		711,625		991,427		690,348		748,643		3,846,543				
Fund through Debt					500,000		3,050,000								3,550,000				

Five Year Capital Improvement Plan
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Tier One Recommendations

Title	Code*	Dep	Function	FY2026 Department Request	Recommended Tier 1	FY2027 Department Request	Recommended Tier 1	FY2028 Department Request	Recommended Tier 1	FY2029 Department Request	Recommended Tier 1	FY2030 Department Request	Recommended Tier 1	Five Year Request	Five Year Recommended Tier 1	Cash	Debt	Other	Page
Totals Excluding Extraordinary																			
Equipment & Technology				1,935,675	1,807,675	1,591,321	1,591,321	1,679,912	1,645,912	1,658,692	1,658,692	1,677,186	1,677,186	8,542,786	8,380,786	8,380,786	-	-	-
Buildings & Facilities				7,246,090	6,698,820	6,732,673	3,260,000	6,624,617	200,000	1,712,000	335,000	2,332,000	272,000	24,647,380	10,765,820	4,862,000	5,903,820	-	-
Infrastructure & Land				13,745,860	8,498,900	18,639,250	11,526,500	22,613,700	5,930,000	12,972,000	19,575,000	8,217,000	5,525,000	76,187,810	51,055,400	23,726,000	24,550,000	2,779,400	-
Fleet				3,621,656	1,489,748	6,548,065	2,578,485	4,219,192	5,227,803	3,880,211	3,390,759	5,608,161	5,030,662	23,877,285	17,717,457	14,000,113	3,717,344	-	-
Total				26,549,281	18,495,143	33,511,309	18,956,306	35,137,421	13,003,715	20,222,903	24,959,451	17,834,347	12,504,848	133,255,261	87,919,463	50,968,899	34,171,164	2,779,400	-
Equipment & Technology				1,935,675	1,807,675	1,591,321	1,591,321	1,679,912	1,645,912	1,658,692	1,658,692	1,677,186	1,677,186	8,542,786	8,380,786	8,380,786	-	-	-
Buildings & Facilities				7,246,090	6,698,820	6,732,673	3,260,000	6,624,617	200,000	1,712,000	335,000	2,332,000	272,000	24,647,380	10,765,820	4,862,000	5,903,820	-	-
Infrastructure & Land				13,745,860	8,498,900	18,639,250	11,526,500	22,613,700	5,930,000	12,972,000	19,575,000	8,217,000	5,525,000	76,187,810	51,055,400	23,726,000	24,550,000	2,779,400	-
Fleet				3,621,656	1,489,748	6,548,065	2,578,485	4,219,192	5,227,803	3,880,211	3,390,759	5,608,161	5,030,662	23,877,285	17,717,457	14,000,113	3,717,344	-	-
Other				23,000,000	19,600,000	332,213,000	-	1,000,000	-	1,000,000	-	4,300,000	-	361,513,000	19,600,000	-	19,600,000	-	-
GRAND TOTAL				49,549,281	38,095,143	365,724,309	18,956,306	36,137,421	13,003,715	21,222,903	24,959,451	22,134,347	12,504,848	494,768,261	107,519,463	50,968,899	53,771,164	2,779,400	-

Code

* = No recommendation; under study
B = Funding may be considered under the operating budget/special warrant article

C = Core Fleet

D = Recommendation is deferred or on hold pending other actions

E = Emergency approval

F = Funding appropriation outside the capital plan

G = Request may not qualify as capital submission

I = Project submission is incomplete or waiting additional information

M = Submission has been modified from previous submission

N = New submission with this CIP

P = Project request has appeared in previous CIP's

Q = Request does not qualify as a capital submission

R = Resubmitted

S = Specialized Fleet Equipment

T = Trailer

U = Urgent request based on identified conditions

Orange highlighted amounts indicate that all or a portion of the funding recommendation may be funded by CPA funds.

Pink highlighted amounts indicate that all or a portion of the funding recommendation may be funded by debt.

Purple highlighted amounts indicate that all or a portion of the funding recommendation may be funded by the Stormwater Stabilization Fund.



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

MEETING DATE: 12/17/2024

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 recommend that the Board vote to approve a request for reallocation between line items in the following categories:			
Water/Sewer/Drains		Temporary Project Manager	(\$200,000)
Water/Sewer/Drains		Other -Not Yet Assigned (Paving for Stormwater Project)	\$200,000
2.	VOTE REQUIRED BY SELECT BOARD		
Suggested Motion: That the Select Board vote to approve the requested reallocation of funding for the Town’s State ARPA Allotment.			
3.	BACK UP INFORMATION ATTACHED		
a. December 17, 2024 ARPA update			

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Unexpended	Encumbered	Uncommitted Balance
COVID-19 Direct Impact	Contact Tracers	State	\$60,000.00	\$23,910.00	\$23,910.00	\$0.00	\$0.00	\$0.00
	Epidemiologist	State	\$140,000.00	\$220,636.97	\$212,418.60	\$8,218.37	\$8,218.37	\$0.00
	Public Health Nurse	State	\$160,000.00	\$245,917.27	\$237,132.82	\$8,784.45	\$8,784.45	\$0.00
	Mental & Behavioral Health Staffing	State	\$190,000.00	\$284,604.72	\$273,611.45	\$10,993.27	\$10,993.27	\$0.00
	Mental & Behavioral Health Services	State	\$190,000.00	\$46,850.75	\$46,850.75	\$0.00	\$0.00	\$0.00
	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	\$0.00	\$0.00
	Other - Rentals	State	\$4,246.00	\$4,246.00	\$4,246.00	\$0.00	\$0.00	\$0.00
	Other - Town COVID-19/Flu/RSV Tests (Lab Machine)	State	\$2,984.78	\$14,034.29	\$2,984.78	\$11,049.51	\$0.00	\$11,049.51
	Other - Not yet assigned	State	\$92,969.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal		\$1,070,000.00	\$1,070,000.00	\$1,030,954.40	\$39,045.60	\$27,996.09	\$11,049.51
Ventilation Upgrades	Library Chiller	State	\$0.00	\$254,000.00	\$252,500.00	\$1,500.00	\$1,500.00	\$0.00
	Miscellaneous Ventilation Upgrades	State	\$0.00	\$115,000.00	\$0.00	\$115,000.00	\$0.00	\$115,000.00
	Subtotal		\$0.00	\$369,000.00	\$252,500.00	\$116,500.00	\$1,500.00	\$115,000.00
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	\$175,000.00	\$512,460.93	\$411,362.74	\$101,098.19	\$38,886.03	\$62,212.16
	NeoGov E-Forms Module	State	\$31,613.48	\$31,613.48	\$31,613.48	\$0.00	\$0.00	\$0.00
	Other - Not yet assigned	State	\$68,386.52	\$2,263.19	\$0.00	\$2,263.19	\$0.00	\$2,263.19
	Subtotal		\$275,000.00	\$546,337.60	\$442,976.22	\$103,361.38	\$38,886.03	\$64,475.35
Economic Development	Grant Program	State	\$460,000.00	\$389,979.00	\$389,979.00	\$0.00	\$0.00	\$0.00
	Public Art	State	\$20,000.00	\$67,296.00	\$29,999.00	\$37,297.00	\$9,999.00	\$27,298.00
	Other - Rental of Tents	State	\$18,725.00	\$18,725.00	\$18,725.00	\$0.00	\$0.00	\$0.00
	Other - Not yet assigned	State	\$1,275.00	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$24,000.00
	Subtotal		\$500,000.00	\$500,000.00	\$438,703.00	\$61,297.00	\$9,999.00	\$51,298.00
Water/Sewer/Drains	Temp Project Manager	State	\$500,000.00	\$199,999.00	\$170,351.61	\$29,647.39	\$29,647.39 *	\$0.00
	Rosemary Sluice Gate Replacement/NPDES Stormwater	State	\$600,000.00	\$120,000.00	\$24,148.64	\$95,851.36	\$89,541.36	\$6,310.00
	Stormwater Master Plan	State	\$0.00	\$280,000.00	\$0.00	\$280,000.00	\$250,000.00	\$30,000.00
	Other - Not yet assigned	State	\$340,336.60	\$200,000.00	\$0.00	\$200,000.00		\$200,000.00
			\$1,440,336.60	\$799,999.00	\$194,500.25	\$605,498.75	\$369,188.75	\$236,310.00
	State total		\$3,285,336.60	\$3,285,336.60	\$2,359,633.87	\$925,702.73	\$447,569.87	\$478,132.86
Infrastructure*	Town Reservoir Clean-up Construction - ARPA-1033	County	\$2,070,000.00	\$1,372,500.00	\$624,504.06	\$747,995.94	\$613,962.25	\$134,033.69
	Walker Pond Category 2 Construction - ARPA-1032	County	\$356,000.00	\$356,000.00	\$335,064.66	\$20,935.34	\$20,935.34	\$0.00
	Walker Pond Outlet - ARPA-1166	County	\$0.00	\$400,000.00	\$232,917.30	\$167,082.70	\$20,906.70	\$146,176.00
	Walker Pond Category 2 (#1032) & Outlet (#1166) ARPA-1311	County	\$0.00	\$972,666.00	\$258,905.88	\$713,760.12	\$713,760.12	\$0.00
	128 Sewer Interceptor Project Design - ARPA-1178	County	\$0.00	\$60,000.00	\$49,200.00	\$10,800.00	\$0.00	\$10,800.00
	128 Sewer Interceptor Project Construction - ARPA-1178	County	\$0.00	\$2,752,682.00	\$343,768.33	\$2,408,913.67	\$2,283,447.67	\$125,466.00
	South St Water Main Construction	County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Allowance for Water/Sewer/Drains	County	\$3,487,848.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	County total	\$5,913,848.00	\$5,913,848.00	\$1,844,360.23	\$4,069,487.77	\$3,653,012.08	\$416,475.69
	Grand Total		\$9,199,184.60	\$9,199,184.60	\$4,203,994.10	\$4,995,190.50	\$4,100,581.95	\$894,608.55

* After PO is liquidated
updated 11/30/24



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

MEETING DATE: 12/17/2024

Agenda Item	Update to List of Special Municipal Employees
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The State Guidance on special municipal employees states that the Town should file with the Ethics Commission a list of all local special municipal employees. (“A list of all the ‘special municipal employee’ positions should be on file at the town or city clerk’s office. This list should also be filed with the Ethics Commission.”) Since 2021, the Select Board has included in the committee charge and composition the Special Municipal Employee status of positions under its jurisdiction. The Town Manager will recommend that the Board vote to designate positions recently approved by Town Meeting.	
2.	VOTES REQUIRED BY SELECT BOARD
Suggested Motions: 1. That the Board vote to designate the position of member of the Large House Review Study Committee as special municipal employee pursuant to General Laws Chapter 268A. 4. That the Board vote to place a list of special municipal employees, updated in accordance with its prior votes taken during this meeting, on file with the Town Clerk and to deliver a copy to the State Ethics Commission.	
3.	BACK UP INFORMATION ATTACHED
a. Updated Special Municipal Employee List, 12/17/2024 b. Special Municipal Employee Information from the Ethics Commission	

TOWN OF NEEDHAM
SPECIAL MUNICIPAL EMPLOYEE DESIGNATION

Additions in **Bold**/Deletions in ~~Strikethrough~~
Per Votes of the Select Board 12/3/2024 & 12/17/2024
Changes from Last Select Board Vote 6/11/2024

Affordable Housing Trust
Board of Appeals
Board of Assessors
Board of Health
Climate Action Committee
Commission on Disabilities
Commissioners of Trust Funds
Community Preservation Committee
Conservation Commission
Council of Economic Advisors
Constables
Contributory Retirement Board
Council on Aging
Design Review Board
Finance Committee
Future School Needs Committee
General Bylaw Review Committee*
Golf Course Advisory Committee
Historic District Commission*
Historical Commission
Housing Authority
Housing Needham (HONE) Advisory Group
Human Resources Advisory Committee
Human Rights Committee
Juneteenth Celebration Committee
Large House Review Study Committee
Local Emergency Planning Committee
MBTA Advisory Board Representative
Metropolitan Area Planning Council Representative
Metropolitan Area Planning Council Three Rivers Interlocal Council Member Representative
Minuteman School Committee Representative
Mobility Planning Coordinating Committee
Moderator
MWRA Advisory Board Representative
Needham Branding & Town Seal Committee
Needham Center Project Working Group
Needham Community Revitalization Trust Fund
Needham Community Television Development Corporation
Needham Council for Arts & Culture
Needham Domestic Violence Action Committee
Norfolk County Advisory Board Representative

Needham Unite Against Racism Working Group
Park & Recreation Commission
Permanent Public Building Committee
Personnel Board
Planning Board
Property Tax Assistance Committee
Quiet Zone Working Group
Rail Trail Advisory Committee
Regional Transportation Advisory Council Representative
Registrar of Voters
School Committee
Single Parcel Historic District Study Committee
Solid Waste Disposal/Recycling Advisory
Stormwater By-Law Working Group
Subcommittee to Study Minuteman School
Taxation Aid Committee
Technology Advisory Board
Transportation Safety Committee
Tree Preservation Planning Committee
Town-Financed Community Housing Oversight Committee
Town Manager Screening Committee
Trustees of Memorial Park
Trustees of Public Library
Water/Sewer Rate Structure Committee
Youth Commission

*Pending Attorney General Review

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Special Municipal Employees

An explanation of how the conflict of interest law applies to "Special Municipal Employee" positions

The conflict of interest law, G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two sections of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees."

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of aldermen, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- you are not paid; or
- you hold a part-time position which allows you to work at another job during normal working hours; or
- you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." For instance, one member of a school committee cannot be classified as a "special" unless all members are similarly classified.

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special." However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designation as "specials." (See G.L. c. 121B, section 7.)

THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"

Only two sections of the conflict of interest law apply less restrictively to "specials", §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the Summary of the Conflict Law for Municipal Managers or the Practical Guide to the Conflict Law for Municipal Employees for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

Section 17 - Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example: You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

- You may be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matter.
- However, if the hearing is about a wetlands dispute, you could not represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.
- Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).
- Also, you may not be paid for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission review process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting as agent" include: serving as someone's spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician, plumber or other contractor during municipal building inspections. For more information about section 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

Section 20 -- Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee," you have two additional exemptions to section 20:

As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).

As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that

you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

Example: You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

- You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk.
- You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk and the Board of Selectmen vote to exempt your light bulb sales from the restrictions of section 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 -- Restrictions on Holding Multiple Municipal Positions

Because the restrictions of section 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee -- regular or "special", you may:

- hold any number of unpaid positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- hold any number of elected positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from section 20, and there are also other requirements you must meet. For more information, see Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.
- If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments.

If you are a "special municipal employee", you may also:

- hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;
- hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, provided that you file a disclosure of your financial interest in all the positions with the city or

town clerk, and the board of selectmen, board of aldermen, town council or city council vote to exempt you from section 20.

Example: As a Cemetery Commissioner, you are a "special municipal employee."

- You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, per diem payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from section 20.

For more information about holding more than one municipal position, request Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

* * *

The definition of "special municipal employee" can be found in section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, section 1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics Commission.

ISSUED: May 1987

REVISED: March 1990

REVISED: January 1991

REVISED: August 1992



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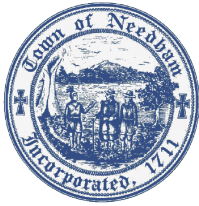
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**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

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
	N/A – Discussion Only
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 12/17/2024

Agenda Item	Select Board Goals Update
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will discuss progress toward the Board's FY2025-FY2026 goals.
2.	VOTE REQUIRED BY SELECT BOARD
	N/A – Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Select Board FY2025-FY2026 Goals Status, December 17, 2024 Update

Select Board Goal Statement
Adopted August 13, 2024
Updated 12.17.2024

PURPOSE

The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Healthy and Socially Thriving – Needham residents enjoy plentiful recreational, cultural, and educational opportunities in an environment that upholds human rights, celebrates diversity, and fosters a sense of connection among neighbors, thus strengthening their bond to the community they proudly call home. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups;
- Supports the physical and mental well-being of its community members;
- Fosters inclusion, diversity, and equity in order to become a culturally responsive, anti-racist, and anti-biased community; and
- Values public art.

FY2025-2026 Initiatives	Description	Priority	Status
1	Develop and plan community celebration to take place on the Town Common.	Priority	Park & Recreation is planning a multi-generational event for the April/May timeframe.
2	Outreach to various identity network groups and ask to meet with them and attend events to understand the work they do and the community they serve.	Regular	Staff has identified and will be reaching out to initial four groups by end of CY24.
3	Create an action plan for transitioning all Town Buildings to having all-gender bathrooms.	Regular	Staff will propose an action plan with recommendations by Fall 2025 to inform the FY27 budget process.

4	Establish clear guidelines for public art proposals for the Town of Needham, including an outline of the existing process for approval from the appropriate committees to develop a consistent public arts program to serve the Needham community.	Regular	Staff have inventoried existing Town policies and reviewed alternative models. Staff are drafting policy options and a stakeholder engagement strategy with the goal of making policy recommendations to the Select Board by the end of CY2025.
5	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees, measure progress.	Operationalized	Demographic survey for Board members and applicants rolled out in CY24. Will continue survey over the years to understand which communities are relatively underrepresented. Staff has and will continue to engage with identity networks to recruit new committee members in addition to existing outreach efforts to the community at large.
6	Complete the Equity Audit, clarify objectives, and determine next steps.	Operationalized	The Human Resources Department has engaged the Racial Equity Group to consult on a Roadmap to help Town Departments to quantify existing and identify new measurable DEIB goals.
7	Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement and NUARI principles.	Complete	A two-session Board and Committee orientation was held in October 2024 with positive feedback from attendees. Staff plan to run this again in Fall 2025.
8	Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement.	Complete	See above.
9	Develop a plan for a community observance of Juneteenth.	Operationalized	Staff will organize an event similar to last year, including a potential role for the Poet Laureate.

10	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.	Operationalized	Staff will present program proposal and seek to recommend warrant articles in Jan 2025 for May Annual Town Meeting.
11	Convene NUARI to discuss progress on strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.	Operationalized	Action on NUARI recommendations are reflected in Select Board goals 2, 5, 6, 7, 8 and 9.

GOAL #2: Economically Vital – Needham welcomes investment in local businesses and has a thriving local economy that contributes to a growing local tax base to support desirable community amenities and programs. Needham:

- Has a growth mindset and encourages business development and redevelopment;
- Supports an environment for creativity, innovation, and entrepreneurship;
- Promotes a well-educated, skilled, and diverse work force that meets employers’ needs;
- Fosters a collaborative and resource-rich regional business climate;
- Attracts, sustains, and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members; and
- Supports financial security and economic opportunity.

FY2024-2025 Initiatives	Description	Priority	Status
13	Gather community data from Placer.ai to look at movement and time in location (duration) to target future businesses and amenities (parking lots, parks, etc.).	Operationalized	Procurement is complete. The Town can access data through December 2025. The Economic Development Manager will research data to inform economic develop opportunities and promote the tool to all Town Departments to maximize utilization.

GOAL #3: Livable— Needham values diversity and a broad spectrum of housing options. The community is supported by well-maintained public infrastructure and desirable amenities that accommodate a variety of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play;
- Supports an increase of housing, including a variety of types and price points;
- Provides high-performing, reliable, affordable public infrastructure and Town services;
- Encourages and appropriately regulates sustainable development; and
- Supports and enhances neighborhood livability and accessibility for all members of the community.

FY2024-2025 Initiatives	Description	Priority	Status
14	Work with the Planning Board on next steps related to the MBTA Communities Act.	Top Priority	The October 21, 2024 Special Town Meeting approved updated zoning that will be compliant with the guidelines. Petitioners have provided the requisite number of signatures to place the zoning on the ballot. The Board has scheduled an election for Tuesday, January 14, 2025.
15	Evaluate next steps for use of the Stephen Palmer Building.	Top Priority	The October 21, 2024, Special Town Meeting approved funding for two initiatives – one to help plan tenant relocation and one to help the Town determine the best reuse for the property. An update letter to tenants was sent December 9, 2024.
16	Evaluate the role of the Affordable Housing Trust.	Priority	The Town Manager will provide the Board with a recommendation by the end of February 2025.
17	Evaluate expansion of off-leash dog areas.	Priority	The Director of Public Works provided the Board with three options – Rosemary Trail, Mills Field and Hillside School based on the Active Recreation Working Group recommendations. Staff will meet with Park and Recreation Commission and then (if any of the concepts are acceptable to the Commission) neighbors in CY25.

18	Encourage and participate in the Planning Board's large house review.	Priority	The Large House Review Committee was launched this month and includes two members of the Select Board.
19	Explore renaming Hemlock Gorge to Nehoiden's Grant.	Regular	This project is scheduled for FY2026.
20	Identify funding for School Master Plan projects and participate in the planning process.	Operationalized	A facility financing plan will be prepared during the winter 2024/25 for presentation to the board in early spring prior to the Annual Town Meeting.
21	Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.	Operationalized	The Town has contracted with TetraTech and will be conducting a survey in early 2026.
22	Upgrade Town Seal to improve graphic quality and historical accuracy.	Operationalized	The Branding and Town Seal Committee has made recommended changes to the Town Seal which an illustrator is in the process of incorporating into a proposed redesign for review by the Select Board.
23	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and pickleball.	Operationalized	Park & Recreation completed a feasibility study for a potential action sports park and pickleball courts. Claxton (including the quarry) were selected as the preferred site for both facilities. Park & Recreation submitted capital requests for design funds in FY26 and construction funds in FY27.
24	Improve trailhead access to ensure clear and accessible access.	Operationalized	A Community Preservation Committee application has been submitted to fund consistent, townwide trail signage.

GOAL #4: Accessible and Connected – In Needham, people can easily and affordably travel to their desired destinations without relying solely on cars. Needham:

- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections;

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options;
- Applies Complete Street principles to evaluate and prioritize bicycle and pedestrian safety;
- Coordinates with state and federal leaders to ensure access to safe, reliable, and efficient public transit;
- Provides effective infrastructure and services that enables people to connect with the natural and built environment; and
- Promotes transportation options to remain an age-friendly community.

FY2024-2025 Initiatives	Description	Priority	Status
25	Complete Quiet Zone feasibility and design and seek funding for noise reduction/Quiet Zone construction.	Top Priority	The Quiet Zone Working Group interviewed two consulting firms and recommended that the Town engage Tighe and Bond to complete the work. The Town has contracted with Tighe and Bond to complete this work.
26	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.	Priority	The Town Manager will arrange for a meeting with the City of Newton to discuss next steps (in the New Year).
27	Evaluate expansion of snow and ice removal efforts, including sidewalk plowing strategies.	Regular	The Director of Public Works presented to the Select Board ending the center snow removal pilot based on an inability to meet the demand from a staffing perspective. DPW will work with Economic Development to discuss with the business in the center to see if the Town can assist them in procuring their own services.
28	Update parking payment technologies to allow for credit card and/or app-based payments.	Operationalized	A vendor contract is in place. Staff will provide an implementation update to the Board by February 2025 with recommendations for

			minor amendments to the Town's traffic regulations.
29	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.	Operationalized	The Select Board established a Needham Center Project Working Group to provide advice and assistance in the design of the project. A pilot program is planned for the 2025 construction season.

GOAL #5: Safe – Needham is a welcoming and inclusive community that fosters personal and community safety. Needham:

- Provides public safety in a manner consistent with community values;
- Provides comprehensive advanced life support level care;
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters;
- Fosters a climate of safety in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places; and
- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive.

GOAL #6: Responsibly Governed – Needham has an open and accessible Town government that fosters community engagement and trust while providing excellent municipal services. Needham:

- Models stewardship and sustainability of the Town's financial, human, information, and physical assets;
- Invests in making Town-owned buildings safe and functional;
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis;
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality service in all municipal business;
- Supports, develops, and enhances relationships between the Town and community and regional partners;
- Proactively reviews and updates Town policies and regulations and ensures compliance;
- Promotes collaboration between boards and committees;
- Values the local government workforce;
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; and
- Prioritizes acquisition of strategic parcels.

FY2024-2025 Initiatives	Description	Priority	Status
30	Collaborate with the Finance Committee about the Town's policies regarding the use of free cash and debt.	Priority	At its meeting on December 17, 2024, the Select Board will review policy updates for the CIP (now CEF), the CIF, and the DSSF. The Deputy Town Manager/Director of Finance previously reviewed the policy proposals with the Select Board and Finance Committee.
31	Evaluate the possibility of developing a Community Master Plan. Develop an inventory of Town long-range plans and identify overlaps and conflicts, including other Boards of jurisdictions.	Regular	Staff has started the process of identification and inventorying of long-range plans, as well as identifying peer communities who recently conducted this process.
32	Capital Facilities: CATH upgrades (including additional parking).	Regular	The FY2026 – 2030 Capital Improvement Plan includes funding for the design of the upgrades as requested by the Council on Aging.
33	Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.	Regular	The Finance Department will review potential strategies for increasing minority and women-owned business participation in the procurement process during calendar year 2025.
34	Evaluate enhanced benefits to assist in the Town's recruitment and retention efforts.	Regular	The Human Resources department continues to build upon the success of the shift in service hours, update on the Family and Personal Health Leave policy, and employee RTS access in identifying attractive benefits for both new recruits and current employees.
35	Review and update the Sign Bylaw.	Regular	This project is scheduled for FY2026.
36	Review and update Select Board policies as appropriate.	Regular	Staff has identified three policies for update in FY25.
37	Evaluate options for enhanced data collection by Town Departments to assist the Board in reviewing and	Regular	Staff will propose a scope for this goal that further defines what data would be most useful to collect and then how that could be operationalized.

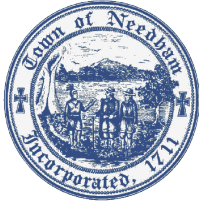
	evaluating progress toward goals.		
38	Explore options for evaluating Town Counsel.	Regular	Town Counsel provided the Board with a review of the prior year on November 26, 2024.
39	DPW phased renovation/construction.	Operationalized	The PPBC is overseeing the design of the Jack Cogswell Building. Staff will make a presentation to the Select Board on the design in early CY2025.
40	Capital Facilities: Library phased renovations.	Operationalized	Funding for the renovation of the Young Adult area at the library is included in the FY2026-2030 Capital Improvement Plan.
41	Implement successor agreements for expiring contracts.	Operationalized	Staff will meet with the Police Union to begin negotiations. The Town Manager will make a recommendation to the Board relative to other employment agreements.

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth’s resources; and cares for ecosystems. Needham:

- Combats the climate crisis;
- Prioritizes sustainability, including transitioning from fossil fuels to clean, renewable energy;
- Encourages the efficient use of natural resources; and
- Protects and enhances the biodiversity and vitality of ecological systems.

FY2024-2025 Initiatives	Description	Priority	Status
42	Identify and implement strategies to protect the Town’s tree canopy.	Priority	The Board is in the process of appointing members to a new Tree Preservation Planning Committee. The Committee will make recommendations to the Board.
43	Develop Town Zero Emission First policy.	Complete	The Select Board approved the Zero Emission Vehicle First Policy at its meeting on November 12, 2024.
44	Explore the option of enabling Commercial Property Assessed Clean Energy (PACE) program through MassDevelopment	Operationalized	Town staff are presenting on the fundamentals of PACE to relevant boards and committees to gather questions for MassDevelopment on the program.

	Program and develop supporting programs to drive participation.		
45	Strengthen the Town's Stormwater By-Law and prioritize efforts to improve stormwater quality and capacity	Operationalized	The Select Board created a Stormwater By-law Working Group to make recommendations to the Board in Q1 CY25.
46	Establish a comprehensive Climate Communications Strategy to engage community members and organizations in the implementation of climate actions and continuous evolution of the Climate Action Roadmap.	Regular	This project is scheduled for FY26.
47	Establish regulations to prohibit non-electric vehicles parking in EV charging spots.	Complete	The Select Board approved the update to the Traffic Rules and Regulations at its meeting on November 26, 2024. This item is complete.
48	Recommend community energy aggregation	Operationalized	The Town procured an energy supplier on December 3, 2024, consistent with the Board's guidance on pricing. Postcards announcing the program are being mailed and the program begins March 1, 2025.



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

MEETING DATE: 12/17/2024

Agenda Item	Ballot Question
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Members will discuss the updated timeline for the January 14, 2025 election.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Timeline for Referendum Action, December 17, 2024 Update	

**Timeline for Referendum Action
December 17, 2024 Update**

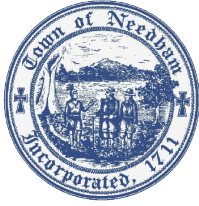
11/21/2024	Select Board meeting posted for 11/25/24 including draft ballot language.
11/25/2024	Select Board meeting to call for a special election to be held on January 14, 2025 and approve ballot language.
11/26/2024	Select Board meeting to consider whether to take a position on the ballot question.
11/29/2024	Approximate date by which the Town Clerk places an order to print the vote by mail postcard and ballot to be mailed in early December. The mailed ballot will include a booklet consisting of the text of the final motion for Article 8 & 9 as voted by Town Meeting with a referral to the Town Clerk's web page for the full text of Town Meeting action.
12/10/2024	Approximate date by which the vote by mail postcard will be mailed to voters registered as of November 22, 2024, and by which early/absentee ballots are mailed to the Town Clerk. Approximate date by which the booklet will be printed for use in early voting and on election day.
1/4/2025	Last day to register to vote in the January 14, 2025 special election.
1/6/2025	Last day to post the Special Election Warrant.
1/7/2025	Last day to request a vote by mail ballot (deadline is 5:00 pm).
1/7/2025	Select Board meeting moved to 1/7 from 1/14.
1/13/2025	Last day for in-person absentee voting (ends at 12:00 noon).
1/14/2025	Special election (all polling locations, regular hours 7:00 a.m. to 8:00 p.m.)

Earliest Possible Special Town Meeting in the event that the October 21, 2024 Zoning is Repealed

1/21/2025	Planning Board vote to refer zoning to Select Board.
1/21/2025	Special Select Board meeting to refer zoning to Planning Board (<i>must be within 14 days of Date Planning Board vote</i>). Select Board calls for a Special Town Meeting to be held on Monday February 24, 2025* and opens and closes the warrant.

1/23/2025	First Notice of Planning Board hearing published in a newspaper of general circulation in the town <i>(must be at least 14 days prior to Date of Planning Board Hearing date)</i> .
	Notice of Planning Board Hearing posted in a conspicuous place in the Town Hall <i>(must be at least 14 days prior to Planning Board Hearing date)</i> .
	Mail notice to Planning Board of abutting city and towns, EOHLC and MAPC <i>(must be at any date reasonably prior to Planning Board Hearing date)</i> .
1/30/2025	Second Notice of Planning Board hearing is published in a newspaper of general circulation in the town <i>(must be sometime during the week immediately following the week in which first published notice of Planning Board Hearing falls)</i> .
2/6/2025	Planning Board hearing <i>(must be within 65 days of the date SB submits zoning to PB)</i> .
	Planning Board Report with Recommendations (written or oral, or none).
2/7/2025	Town Clerk mails Special Town Meeting Warrant to Town Meeting Members.
2/10/2025	Deadline to post Special Town Meeting Warrant
2/24/2025*	Special Town Meeting

* Note that the date on which Town Meeting voted on the proposed amendments (where the Planning Board has failed to submit a report with recommendations to Town Meeting, Town Meeting may not vote to adopt the proposed amendments, unless this date (TM vote) is at least 21 days after Planning Board hearing date).

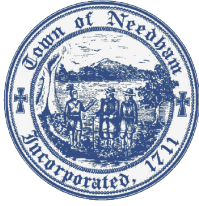


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

Agenda Item	January Meeting Schedule
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will discuss their January meeting schedule.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Board: 1. Reschedule the regularly scheduled meeting on January 14, 2025 to January 7, 2025 2. Schedule a special meeting at 6:00 p.m. on January 21, 2025.
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 12/17/2024

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
Promotion of Deputy Chief of Police & Chief of Police
Personnel Administration #433

1. APPLICABILITY

This policy applies to promotions for uniformed Police personnel only. Promotions are based upon the merits of the individuals and their personal performance in the promotion process.

2. POLICY

It is the policy of the Town of Needham to select candidates for promotion to the position of Deputy Chief of Police and Chief of Police based upon an employee's training, experience and merit. The Town Manager is the Appointing Authority for the Deputy Chief and Chief of Police.

3. PROCEDURES
INA

3.1.0 The Human Resources Department will post written announcements of any promotional process for Deputy Chief of Police and Chief of Police as least 90 days in advance of a vacancy and will ensure that such announcements are distributed to eligible candidates. The Department will ensure that eligible employees on leave status will be mailed a copy of the announcement.

3.2 The Human Resources Department will ensure that all promotional materials, documents, scores, and completed evaluation forms remain confidential and are kept in a secure location, with the exception of any documents that by law must be kept by the Police Department.

3.3 The Human Resources Department will maintain copies of active promotional lists.

4. ELIGIBILITY

4.1 To be eligible for promotion to the rank of Deputy Chief of Police and/or Chief of Police, the candidate must be a regular member of the Needham Police Department with a minimum of seven years of experience and at least three years of service as a Lieutenant in the Needham Police Department as of the date of the promotional announcement.

4.2 A bachelor's degree or higher is required for promotion to the rank of Deputy Chief and Chief of Police.

4.4 Assessment Centers

An Assessment Center will be conducted as part of the promotional process to rank each candidate.

4.5 Candidate Selection

4.5.1 The Human Resources Department will create a list of candidates ranked from highest score to lowest score.

4.5.2 The Chief of Police shall make a recommendation for promotion to Deputy Chief of Police, and the Town Manager will make a selection for the position of Chief of Police from the list of eligible candidates based on the following criteria:

- Job related experience
- Performance evaluation in their present position
- Results of Assessment Center
- Training and education through career development
- Formal education
- Disciplinary record
- Commitment toward the department and police work
- Work ethic and initiative.

4.5.3 The Town Manager will make the final selection of candidates for promotion to the rank of Deputy Chief of Police based on a recommendation by the Chief of Police.

4.5.4 The Town Manager's decision on the candidate to be selected shall be final as the sole appointing authority, and such appointment is considered at-will employment.

4.5.5 In accordance with Section 20 (c) of the Town Charter, the Town Manager shall appoint a Chief of Police, which will become effective upon the approval of the Select Board, or if the Select Board fails to act, will become effective 15 days after the day on which notice of the proposed appointment was filed with the Select Board at an open meeting of the Board.

**Town of Needham
Select Board
Minutes for Tuesday, November 26, 2024
Select Board Chambers and
Via ZOOM
<https://us02web.zoom.us/j/89068374046>**

6:00 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.

6:01 p.m. Public Comment Period:

Julie Tracey, 33 Beech Street, commented on the proposed off-leash dog park at Mills Field. Mills Field is used in many ways, with tennis courts, pickleball courts, high school tennis matches, a tot lot, batting cages, a baseball field, and a basketball court. The pre-school nearby also uses the tot lot every day during the summer. There are more than 30 trees in the open space, which makes the creation of a meandering trail unrealistic. She encouraged Select Board members to spend time at Mills Field when there are people and activities to see how busy it can be. Ms. Tracey also clarified that Mills Field is not currently being used as an off-leash dog park; it is being used occasionally in this way by nearby residents but not for more than one or two dogs at a time. She also noted that an off-leash dog park would not result in a negligible amount of noise as was suggested at the prior Select Board meeting. Finally, she noted that this area often floods, which would require an engineer to evaluate the space in order to maintain a clean outdoor space.

Gary Ajamian, 47 Meetinghouse Circle, shared his thoughts on the upcoming MBTA special election coming up on January 14, 2025. As a newer Town Meeting Member, he canvassed as many residents as he was able to and found that many of them support the state mandate and they believe that we should go no further than the state mandate. The intent is to comply with the law responsibly while preserving the character of our Town, respecting current and hopeful future residents. He argued that this intent to go further than the state mandate does not actually encourage home ownership and lacks the controls that the Town could have to designate open spaces or protect housing for seniors. He cited 100 West Street as an example. He commented that rezoning will work more in favor of urbanizing our suburban town, and it deserves input from all citizens.

Nathan Levin, 39 Lantern Lane, commented that the Finance Committee voted in favor of Articles 8 and 9 but against Articles 10 and 11. According to the Finance Committee, the Neighborhood Plan should be viewed by what is allowed, not by what is likely. He commented that there are no guardrails in the event that the likely

scenario is surpassed in terms of construction in a quicker timeframe than has been anticipated. Additionally, there is no data to show how well the models used to make projections have worked in the past. The schools are full, and infrastructure is burdened. Although the Neighborhood Plan was supported by 118 Town Meeting members, 90 members voted against, and 40 members chose not to vote.

Barbara McDonald, 147 Pickering Street, expressed her opinion against about the Neighborhood Plan. She commented that the street she lives is on already very busy, and she cannot envision what it would look like having a 4.5 story residential building next to her home. She cited her concerns about traffic and parking.

Jane Volden, 133 Brookside Road, suggested that the Town Manager request a 3-month extension to the deadline and cited the city of Newton as an example of a municipality being granted an extension. Ms. Volden expressed her concern that non-compliance is being used as a tool to divide our Town and influence our voters who should only be focused on the choice at hand.

6:15 p.m. Public Hearing: Grant of Location – Tolman Street:
Presenter: Alex Marrero, Verizon Representative

Verizon New England requested permission to install 1 JO Pole, P.3 on the westerly side of Tolman Street, approximately 75 feet southwesterly from existing JO Pole, P.2. The reason for this work is to provide service to 29 Tolman Street.

The Department of Public Works has approved this petition, based on Verizon New England and 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.

David Rush, 21 Rosemary Street, commented that he believes overground service is unsightly and presented the policy of the Town of Wellesley, where new poles are not permitted. He asked why underground service was not considered or pursued in this case. Mr. Marrero responded that currently there are no existing underground services on either Tolman Street or High Rock Street, therefore if the homeowner at 29 Tolman Street wanted it then they would have to pay for this. Neither Verizon nor Eversource would install an underground service at their expense. Ms. Fitzpatrick noted that the Town of Wellesley runs a municipal light plant and can control the funding for underground service.

Eric Shaff, 23 Tolman Street, the abutting property, noted that the pole is to be placed in front of his home. He asked why the pole cannot be placed at the site of the new construction. Discussion ensued regarding the proposed location of the pole and the planned driveway of the new home. Ms. Fitzpatrick noted anyone who is an abutter is advised to arrange a meeting directly with Verizon via Mr. Marrero.

Danen Cunoosamy, 5 Brackett Street, suggested that the new pole be in the middle of the two new properties, 35 and 29 Tolman Street.

Mr. Marrero clarified that 35 Tolman Street residents will be serviced from High Rock Street, but this pole cannot service 29 Tolman Street as it would trespass on 35 Tolman Street. After discussion, Select Board members determined the preferred course of action is to arrange a meeting to clarify. Ms. Fitzpatrick noted that the parties should contact the Town, and they will help the parties connect.

Motion by Mr. Levy that the Board vote to continue this hearing on December 3 at 6 p.m.

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

6:29 p.m.

WestMetro HOME Consortium Update:

Presenter: Alison Steinfeld, Community Housing Specialist

Alison Steinfeld, Community Housing Specialist, provided an overview of the WestMetro HOME Consortium, which administers federal funds to create affordable housing for low-income households. The City of Newton administers the Consortium on behalf of 13 member communities including Needham. The funding is allocated by formula to the Consortium which then distributes funding to its members. This update is part of the process to update the HOME Consortium's Consolidated Plan for FY26-30. There are three categories of funding:

- HOME Administrative Costs: approximately \$3,000 per fiscal year. Reimburses the Town for a significant portion of the salary of the Community Housing Specialist for HOME-related work.
- Project/Program Costs: approximately \$30,000 per fiscal year. Typically, members relinquish these funds to the Competitive Pool.
- Competitive Pool: awards funds for selected major projects that fall within the HOME guidelines. The Consortium just released an RFP for \$303,383, which was forwarded to the Needham Housing Association (NHA). Although NHA received a \$500,000 HOME grant under the American Rescue Plan, neither NHA nor the Town has received any regular HOME funds since 2013 when HOME awarded 1285 South Street/Charles River Center a \$280,000 grant.

In exchange for access to HOME funding, Needham has certain responsibilities, including executing a sub-recipient grant agreement with the City of Newton, ensuring that all HOME-funded projects comply with HUG regulations, participating in periodic monitoring of programs and activities, attending quarterly HOME Consortium meetings, and providing input into the Consortium's five-year Consolidated Plan. Ms. Steinfeld thanked the NHA for funding and arranging the inspection of the Charles River Center in order to remain in compliance with federal regulations.

Ms. Steinfeld emphasized that a persistent theme in the Housing Plan and the Consolidated Plan is the lack of affordable housing. Based on 2020 federal census estimates, 21% of all homeowners in Needham are spending more than 30% of their income on housing. The disparities are more pronounced amongst renters, with approximately 47% of all renters spending more than 30% of their income on housing. Ms. Steinfeld acknowledged that Needham is committed to addressing the lack of affordable housing, as evidenced by recent zoning amendments.

Select Board members asked questions about how competitive it is to receive funding, what kinds of projects the Consortiums fund, and how each piece of funding is used to leverage other investments. Funding for this year is expected soon.

6:40 p.m.

Mobility Planning & Coordination Committee Update:

Presenters: Tim Bulger, Mobility Planning & Coordination Committee Chair, Carys Lustig, Director of Public Works, Tyler Gabrielski, Director of Streets & Transportation

The Mobility Planning & Coordination Committee (MPCC), established in 2023, provided an update on the Committee's ongoing work and priorities. These include developing a Street Design Guide, updating the Town's bicycle network plan, and continuing to collaborate with the Department of Public Works during their roadway design and construction processes.

Mr. Bulger, MPCC Chair, presented an overview of the Committee's activities, working towards the Complete Streets Policy adopted by the Town in 2017 and a draft list of priorities including sidewalks, bike lanes, speed, traffic calming, School and Safety Zone standardization, and the Downtown redesign.

Mr. Bulger highlighted that one of the principal tasks of the MPCC has been developing a Street Design Guide for the Town, collaborating with the Metropolitan Area Planning Council (MAPC) to draft a Scope to produce a document that will be a basis for the Town's transportation policy. This guide will serve to shift current Town policy to a proactive outlook that is protective of all users. The guide will also include a classification of roads, shape a more equitable transportation network with an emphasis on access and safety for vulnerable users, note areas of historical underinvestment of infrastructure, and reduce health impacts of noise and vehicle pollution. The goal of the MPCC is to develop a written document, website, and an online map to ensure effective communication with constituents. The plan is to utilize Chapter 90 funds to engage a consultant. The anticipated timeline for the publication of the RFP is January/February and for the work to be completed in 8 to 9 months, towards the end of 2025.

The second major task of the MPCC is to develop a Town Bike Map Plan. This involves creating a list of possible areas where the Town could potentially add bike infrastructure and integrate these streets into DPW's annual planning. This would

include working with Geographic Information System (GIS), a computer system, to create a visualization plan of the streets. In its initial draft, the Bike Map Plan includes approximately 10 miles of bike lanes. Mr. Gabrielski highlighted that many of the streets are already connected within the Town; this ensures that they are connected via bike lanes, thereby creating a bike network. This Bike Map Plan is an element of Neighborways, which is a proactive response to speed mitigation and a way to create a bicycle network without adding a lot of additional infrastructure.

Another task of the MPCC is the Sidewalk Renovation Program, which involves addressing the removal of sidewalks on residential streets with low pedestrian volume and simultaneously addressing inconsistencies and creating continuous sidewalk to improve access. Ms. Lustig added that the focus is currently on the Downtown business area and school walking routes. Discussion also included whether sidewalks can be redone when a new home is built, and the need for community engagement when prioritizing sidewalks to be addressed.

Mr. Bulger added that the MPCC deemed the creation of a Mountain Bike Trail to be outside of the Charge of the Committee. Discussion also included the issue of bicycles on sidewalks and the potential extension of the Orange Line to West Roxbury, which is currently not being pursued given the potential loss of mobility for Needham residents. An additional ongoing item is communication with the Dedham Active Transportation Working Group regarding the potential to add bicycle infrastructure to connect Needham Street in Dedham and Great Plain Avenue in Needham.

Select Board members expressed their appreciation to the MPCC for their efforts. Questions included concerns about children on motorized scooters and bikes, the source of the grant for the Street Design Guide, and the status of jurisdiction over state-owned versus municipal roads.

7:12 p.m. Appointment Calendar and Consent Agenda:
Motion by Ms. Cooley that the Board vote to approve the Appointment Calendar and Consent Agenda.
Second: Ms. Frail. Unanimously approved 4-0.

APPOINTMENT CALENDAR

1.	Tatiana Swanson	Needham Contributory Retirement Board (Term Expires 12/18/2027)
2.	Liz Lee	Town Manager Screening Committee – School Committee Chair (Term Expires 6/30/2025)
3.	Carol Fachetti	Town Manager Screening Committee – Finance Committee Chair (Term Expires 6/30/2025)
4.	Rita Vogel	Town Manager Screening Committee – Human Resources Advisory Committee Chair (Term Expires 6/30/2025)

CONSENT AGENDA

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: • \$1295 from Carol De Lemos • \$1295 from Louise Condon Realty, Inc • \$ 400 from Needham Council for Arts & Culture
2.	Accept the following donation made to the Needham Youth & Family Services Crisis Donation Fund: • \$500 from the Needham Clergy Association
3.	Accept the following donation made to the Needham Free Public Library: • \$70 from Lois & Bill Bacon, in honor of Gail Hedges

7:12 p.m. Director of Public Works:
Presenter: Carys Lustig, Director of Public Works

Eversource Winter Gas Work

DPW Director, Carys Lustig, provided a request on behalf of Eversource Gas to perform winter gas main upgrades within the Town in the upcoming winter season. This is outside of the Town's regular street opening process. These upgrades are part of the work Eversource is mandated to complete to upgrade older infrastructure and improve safety. The work being completed off-cycle will benefit the community by decompressing the busy summer construction season and expediting this gas main replacement work in Needham. Additional requirements will be placed on Eversource to ensure safe work conditions in anticipation of a snow season, and greater restoration requirements where Eversource will be responsible to restore the road with a full overlay. There would be three crews in Town for approximately one month, and two crews for the remainder of the time.

Discussion ensued about the reason for these upgrades, whether Eversource leaves abandoned pipes in place underground, and how residents can ask questions about work occurring near their homes. Ms. Lustig responded that DPW will address the communication gap and identify where residents can call for more information.

Traffic Regulation Amendment – Zero Emission Vehicle Parking

Ms. Lustig requested that the Town of Needham Traffic Rules and Regulations Article V, "STOPPING, STANDING, PARKING" be amended by adding SECTION 5-11: "Zero Emission Vehicles." This would provide an enforcement mechanism to ticket individuals who are parked in Electrical Vehicle charging spaces when not charging their vehicles.

Motion by Ms. Cooley that the Board vote to approve and sign the Notice of Traffic Regulation Permit #24-11-26 amending the Town of Needham Traffic Rules and Regulations by adding to Article V, "STOPPING, STANDING, PARKING"; SECTION 5-11: "Zero-Emission Vehicles."

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

7:25 p.m. Needham Police Department Update:
Presenter: John Schlittler, Chief of Police

Chief Schlittler updated the Board on the Department's accreditation process, and on recent experience hiring and promoting employees since the Department left the Civil Service System.

Accreditation Process

Chief Schlittler provided an overview of the accreditation process that the Needham Police Department is undergoing, highlighting that it is a self-initiated process by which police agencies voluntarily strive to meet and maintain standards that have been established for the law enforcement profession, by the law enforcement profession. The program establishes standards of best practice for police agencies to adopt. Agencies then establish written directives for their personnel to implement, focusing on topical areas that require policies and procedures. Over the last two years, the Needham Police Department's policies were rewritten with the focus of becoming accredited. They also wrote an additional 50 policies, bringing the current total to 135 policies. The Department fulfilled the 274 mandatory standards and received credit for 72 optional standards.

Chief Schlittler added that the Department is committed to meeting professional standards and is willing to be assessed on a regular basis by a Commission-appointed assessor to ensure compliance. The reaccreditation process occurs every three years with annual check-ins.

Select Board members congratulated Chief Schlittler on this accomplishment. Questions included what the reaccreditation process may look like in the future, the administrative demands of the accreditation, and what the benefits of accreditation are.

Hiring and Promoting Employees

Chief Schlittler also provided an update on new hiring and promoting processes and results since the Department left the Civil Service System. He reported that 93 candidates applied, with 30 candidates receiving invitations to attend orientation based on rank scoring of the written examination. There were 14 candidates who participated in the orientation, which included a fitness evaluation.

Board members asked about the geography of the applicants and how the application process compares to that of the Civil Service System. Chief Schlittler noted that there has been a significant increase in applicants after this change.

Finally, Chief Schlittler addressed promotions within the Department, which have occurred significantly faster following testing.

Ms. Cooley asked Chief Schlittler about policing with the incoming President. Chief Schlittler responded that Needham Police Department does not have authority to enforce federal law. He added that Needham Police may be present with Federal authorities to ensure that there is a local representative to provide resources or assist an individual.

7:45 p.m. Town Counsel Update:
Presenter: Chris Heep, Town Counsel

Town Counsel Chris Heep provided the Board with an update of activities over the past year and answered questions from the Board about the Town's legal services. Mr. Heep highlighted his firm's work on MBTA zoning, affordable housing zoning district, solar zoning bylaws, the creation of a local historic district, and organization of the Technology Advisory Board. Other categories of legal services include:

- General Legal Services
- Town Meetings and By-Law Review
- Open Meeting Law
- Public Records Law
- State Ethics Law
- Contract Review and Procurement
- Permitting of Town Projects
- Litigation Matters
- Legal Training and Outreach

Mr. Heep emphasized that his goal is to be accessible, responsive, and to provide legal advice that is accurate, clear, and can be put to use. Discussion ensued regarding other important items to include FOIA (Freedom of Information Act) requests and the preparation process for Town Meeting with regard to the MBTA Communities Act.

8:10 p.m. Town Manager:

Preliminary FY2026 – FY2030 Capital Improvement Plan

The Board discussed the FY 2026 – FY2030 project submissions with Ms. Fitzpatrick, Mr. Davison, Ms. King, and Cecilia Simchak, Assistant Director of Finance. They will present recommendations on December 3 and will seek final approval of the Capital Improvement Plan on December 17.

Ms. Fitzpatrick reported that these are the submittals from all departments, including the School Department, of their estimates of capital expenditures for this five-year period. The current estimate for Free Cash available to fund typical cash capital items is \$8-9 million. The estimate of submissions for use of the Free Cash are over \$15 million. Ms. Fitzpatrick noted that this is not an unusual gap, because departments are encouraged to submit every item they would like, and they think the community needs. If an item is new to the plan and does not have a direct impact

on health or safety, it is moved to Tier 2. She identified that the unknown for this year is the impact of the Pollard project.

Town Manager Report

The Town received a report for Transportation Network Fees with 207,573 rides in 2023.

8:40 p.m.

Board Discussion:

Town Manager Search Process

Ms. Fitzpatrick reported that three Search Committee members have been appointed: Liz Lee, School Committee Chair, Carol Fachetti, Finance Committee Chair, and Rita Vogel, Human Resources Advisory Committee Chair. The Town has released the request for quotes, which are due on December 2, and the request for a solicitation for a Town Meeting Member has been sent to the Town Clerk.

Committee Reports

Ms. Frail reported that the Tree Preservation Committee is in the process of scheduling interviews.

Mr. Keane reported that the Branding & Town Seal Committee is currently working with an illustrator with more progress to come on the seal. Mr. Keane also noted that he attended the Trans Day of Remembrance Vigil. He and Ms. Cooley also attended a neighborhood meeting with residents on Bennington Street to understand the challenges of road repairs this past summer.

Ms. Frail attended the Needham Diversity Summit, which featured many talented musicians and a thought-provoking panel.

Mr. Keane also attended the Emery Grover Dedication Ceremony.

8:29 p.m.

Adjourn:

Motion by Ms. Frail that the Select Board vote to adjourn the Select Board meeting of Tuesday, November 26, 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, December 3, 2024, at 6:00 p.m.

A video recording of the November 26, 2024 Select Board meeting can be found at https://www.youtube.com/watch?v=BmIW5rNJ2hs&ab_channel=TownofNeedhamMA at <https://www.needhamchannel.org/select-board-archive-page/>