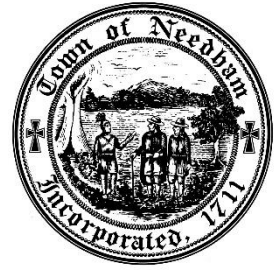


SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. February 25, 2025



Town Hall
Select Board Chambers
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Originally Posted: February 21, 2025 at 9:40 a.m.

Revised: February 25, 2025 at 3:00 p.m.

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=OE82V1MxQnJUZHVXZjFNbWJXRfJoQT09>

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.
1.	6:10	Close Public Hearing: Verizon Cable License Ascertainment • Myles Tucker, Support Services Manager
2.	6:15	WestMetro HOME Consortium Annual Action Plan — Needham • Alison Steinfeld, Affordable Housing Specialist
3.	6:20	2023 MetroWest Adolescent Health Survey Data and Updates from Substance Prevention Alliance of Needham (SPAN) and Youth & Family Services • Julie McCarthy, Epidemiologist/Data Analyst • Karen Shannon, Substance Use Prevention Program Coordinator • Sara Shine, Director of Youth and Family Services
4.	6:50	Community Preservation Committee (CPC) Consultation • Dave Herer, Community Preservation Committee Chair • Maureen Callahan, Community Preservation Committee Vice Chair • Lauren Spinney, Administrative Coordinator • Cecilia Simchak, Assistant Director of Finance
5.	7:15	Town Manager • Needham Housing Authority Linden Street Redevelopment Project – Release of Restrictions and Agreement Regarding Local Taxes (Item Added) • Sira Naturals Agreement Update • Preliminary Discussion of May 12, 2025 Special Town Meeting Articles • 2025 Annual Town Meeting Warrant Update • Stephen Palmer Development Review Committee • Town Manager Report
6.	7:45	Board Discussions • Town Manager Search Process • Committee Reports
7.	7:55	Executive Session • Exception 3: To discuss strategy with respect to collective bargaining with the Needham Police Union and to discuss strategy with respect to collective bargaining with all represented employees. (Added scope to discussion topics)

APPOINTMENT CALENDAR

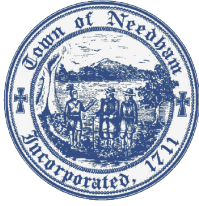
1.	Michael Orscheln	Golf Course Advisory Committee Term Exp: 6/30/2025
2.	Hannah Corrigan	Rail Trail Advisory Committee Term Exp: 6/30/2027
3.	William Mahoney	Council of Economic Advisors Term Exp: 6/30/2026

CONSENT AGENDA *Supporting Documents in Agenda Packet

1.*	Approve Open Session Minutes of August 3, 2023; August 4, 2023; and January 28, 2025
2.	Accept the following donations made to the Needham Free Public Library: • \$50 from Randa Khuri • \$30 from Daniel Callahan
3.	Accept the following donations made to the Needham Public Health Division: • \$1,500 from the County of Norfolk for Substance Prevention Alliance of Needham • \$100 from Constance Royden for Needham's Gift of Warmth program • \$100 from Temple Aliyah, Inc. for Needham's Gift of Warmth program • \$500 from Avenue Church for Needham's Gift of Warmth program • \$1,135.50 from First Parish Church for Needham's Gift of Warmth program
4.	Accept the following donations made to the Needham Community Revitalization Trust Fund: • \$3,100 from Thomas Leary • \$3,150 from Elin Soderholm Trust
5.*	Approve revision of Benefits Administration Policy #510: Travel Expense Reimbursement Policy

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Needham History Center & Museum	Music and Merriment at the Schoolhouse Pub	Needham History Center & Museum 1147 Central Avenue	3/01/2025
Plugged In Band Program	Dirty Water Music Festival	Powers Hall 1471 Highland Avenue	4/05/2025



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

MEETING DATE: 2/25/2025

Agenda Item	Public Hearing: Verizon Cable License Ascertainment
Presenter(s)	Myles Tucker, Support Services Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
A public hearing is being held by the Needham Select Board in its capacity as cable license issuing authority following a request by Verizon New England Inc (“Verizon”) to initiate the cable license renewal process. The current license expires on August 14, 2027. This purpose of this public hearing is to assess future cable-related needs and interests and review the performance of Verizon under its current license. This ascertainment hearing is required by Federal law. The public hearing was opened by the Select Board at its meeting on February 11, 2025. An opportunity for members of the public to comment was provided at this meeting and during the two week period between February 11 and February 25, 2025 via email to selectboard@needhamma.gov.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board close the public hearing relative to the ascertainment process for the potential renewal of the Verizon New England Inc cable license.	
3.	BACK UP INFORMATION ATTACHED
a. Notice of Cable Renewal from Department of Telecommunication and Cable b. Franchise Renewal Notice Requesting Commencement of Formal Renewal Proceedings under Section 626 of the Communications Act c. Legal Notice	



**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 600
Boston, MA 02118-6500
(617) 305-3580
www.mass.gov/dtc

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2024 JUL -3 P 3:05 YVONNE HAO

SECRETARY
EXECUTIVE OFFICE OF
ECONOMIC DEVELOPMENT
LAYLA R. D'EMILIA
UNDERSECRETARY
KAREN CHARLES
COMMISSIONER

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

July 3, 2024

Chairman Board of Selectmen
Town Hall
1471 Highland Avenue
Needham, MA 02192

Re: License Expiration Notice

Dear Chairman:

According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Verizon New England, Inc. expires on 8/14/2027. Federal law provides for a formal renewal process that begins between 36 and 30 months before a license expires. As the Issuing Authority, you may begin the process of determining your community's cable-related needs and review Verizon New England, Inc.'s performance under the current license. This is known as the "ascertainment process." You must notify Verizon New England, Inc. if you elect to begin the ascertainment process. You may also be required to begin the ascertainment process if you receive a notice from Verizon New England, Inc. invoking the formal renewal process; you must begin the ascertainment process within six months of receiving such notice.

You may want to form a cable advisory committee (CAC) as part of the formal renewal process and delegate to it certain duties. If you form a CAC, please provide the Department with the name and contact information for at least one CAC member. I have enclosed a fact sheet describing the typical responsibilities of a CAC, and please see M.G.L. c. 268A concerning potential conflicts of interest for both municipal officials and CAC members.

For your convenience, the Department has prepared a "Practical Guide to Cable Television License Renewal" that is available at www.mass.gov/dtc. The Department is also available to advise you regarding your duties and rights during the renewal process. While we cannot assist you with substantive negotiations, we would be happy to meet with you and/or your CAC to discuss procedural requirements.

If you would like to schedule a meeting or if you have any questions regarding the renewal process, please contact the Department at 617-305-3580 or dte.filing@mass.gov.

Sincerely,

Shonda D. Green
Department Secretary

Pamela N. Goldstem
Verizon
Associate General Counsel
111 Main Street
6th Floor
White Plains, NY 10601

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

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Town Counsel
Town Hall
1471 Highland Avenue
Needham, MA 02492

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	Return Receipt Fee (Endorsement Required)
	Restricted Delivery Fee (Endorsement Required)
	Total Postage & Fees \$
	Postmark Here

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- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Town Counsel
Town Hall
1471 Highland Avenue
Needham, MA 02492

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A. Signature ☐ Agent
X ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

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☐ Insured Mail ☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number
(Transfer from service label)

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PS Form 3811, July 2013

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Pamela N. Goldstein
Verizon
Associate General Counsel
111 Main Street
6th Floor
White Plains, NY 10601

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Town Hall
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Needham, MA 02492

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Town Hall
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☒ Certified Mail[®] ☐ Priority Mail Express[™]
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee) ☐ Yes

Domestic Return Receipt



111 Main Street
6th Floor
White Plains, NY 10601

Pamela N. Goldstein
Associate General Counsel
(917) 846-8905
pamela.goldstein@verizon.com

By U.S. Postal Service Certified Mail

November 1, 2024

Town of Needham
Town Hall
1471 Highland Avenue
Needham, MA 02492
Attention: Select Board

**Re: Franchise Renewal Notice Requesting Commencement of Formal
Renewal Proceedings under Section 626 of the Communications Act**

Dear Select Board:

Verizon New England Inc. ("Verizon") appreciates the opportunity to provide competitive cable service in the Town of Needham (the "Town"). Our records indicate that the cable television renewal license granted by the Town and held by Verizon expires on August 14, 2027. Section 626 of the Communications Act of 1934, as amended, delineates formal procedures to be followed to renew cable television licenses that must be invoked 30 – 36 months prior to license expiration or certain protections may be lost. As we are now in that time frame, by way of this letter Verizon gives notice that it seeks renewal of its cable television renewal license and respectfully requests that the Town commence renewal proceedings pursuant to Section 626(a).

While Verizon seeks to preserve its rights under the formal renewal process, the Communications Act also authorizes franchise renewal through good faith, informal negotiations. Section 626(h) contemplates an alternative renewal process that also affords public notice and opportunity for comment but does not require strict adherence to the substantive and procedural requirements outlined in the statute. I have enclosed a copy of Section 626 of the Communications Act for your review. The informal approach may be mutually beneficial. With the understanding that proceeding in this manner will not waive any of the rights of the parties under the formal process, Verizon is agreeable to discussing the terms of a renewal agreement with the Town on an informal basis at a mutually convenient time.

Verizon is proud to serve the residents of Needham. We will contact you shortly to schedule a meeting to determine how best to proceed. We look forward to meeting with you and working with you on the license renewal.

Yours sincerely,



Pamela N. Goldstein

Enclosure: Communications Act Section 626 (47 U.S.C. § 546)

cc: Town Counsel

§546. Renewal**(a) Commencement of proceedings; public notice and participation**

(1) A franchising authority may, on its own initiative during the 6-month period which begins with the 36th month before the franchise expiration, commence a proceeding which affords the public in the franchise area appropriate notice and participation for the purpose of (A) identifying the future cable-related community needs and interests, and (B) reviewing the performance of the cable operator under the franchise during the then current franchise term. If the cable operator submits, during such 6-month period, a written renewal notice requesting the commencement of such a proceeding, the franchising authority shall commence such a proceeding not later than 6 months after the date such notice is submitted.

(2) The cable operator may not invoke the renewal procedures set forth in subsections (b) through (g) of this section unless—

(A) such a proceeding is requested by the cable operator by timely submission of such notice; or

(B) such a proceeding is commenced by the franchising authority on its own initiative.

(b) Submission of renewal proposals; contents; time

(1) Upon completion of a proceeding under subsection (a) of this section, a cable operator seeking renewal of a franchise may, on its own initiative or at the request of a franchising authority, submit a proposal for renewal.

(2) Subject to section 544 of this title, any such proposal shall contain such material as the franchising authority may require, including proposals for an upgrade of the cable system.

(3) The franchising authority may establish a date by which such proposal shall be submitted.

(c) Notice of proposal; renewal; preliminary assessment of nonrenewal; administrative review; issues; notice and opportunity for hearing; transcript; written decision

(1) Upon submittal by a cable operator of a proposal to the franchising authority for the renewal of a franchise pursuant to subsection (b) of this section, the franchising authority shall provide prompt public notice of such proposal and, during the 4-month period which begins on the date of the submission of the cable operator's proposal pursuant to subsection (b) of this section, renew the franchise or, issue a preliminary assessment that the franchise should not be renewed and, at the request of the operator or on its own initiative, commence an administrative proceeding, after providing prompt public notice of such proceeding, in accordance with paragraph (2) to consider whether—

(A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law,

(B) the quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services

or other services provided over the system, has been reasonable in light of community needs;

(C) the operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal; and

(D) the operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

(2) In any proceeding under paragraph (1), the cable operator shall be afforded adequate notice and the cable operator and the franchise authority, or its designee, shall be afforded fair opportunity for full participation, including the right to introduce evidence (including evidence related to issues raised in the proceeding under subsection (a) of this section), to require the production of evidence, and to question witnesses. A transcript shall be made of any such proceeding.

(3) At the completion of a proceeding under this subsection, the franchising authority shall issue a written decision granting or denying the proposal for renewal based upon the record of such proceeding, and transmit a copy of such decision to the cable operator. Such decision shall state the reasons therefor.

(d) Basis for denial

Any denial of a proposal for renewal that has been submitted in compliance with subsection (b) of this section shall be based on one or more adverse findings made with respect to the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section, pursuant to the record of the proceeding under subsection (c) of this section. A franchising authority may not base a denial of renewal on a failure to substantially comply with the material terms of the franchise under subsection (c)(1)(A) of this section or on events considered under subsection (c)(1)(B) of this section in any case in which a violation of the franchise or the events considered under subsection (c)(1)(B) of this section occur after the effective date of this subchapter unless the franchising authority has provided the operator with notice and the opportunity to cure, or in any case in which it is documented that the franchising authority has waived its right to object, or the cable operator gives written notice of a failure or inability to cure and the franchising authority fails to object within a reasonable time after receipt of such notice.

(e) Judicial review; grounds for relief

(1) Any cable operator whose proposal for renewal has been denied by a final decision of a franchising authority made pursuant to this section, or has been adversely affected by a failure of the franchising authority to act in accordance with the procedural requirements of this section, may appeal such final decision or failure pursuant to the provisions of section 555 of this title.

(2) The court shall grant appropriate relief if the court finds that—

(A) any action of the franchising authority, other than harmless error, is not in compliance with the procedural requirements of this section; or

(B) in the event of a final decision of the franchising authority denying the renewal proposal, the operator has demonstrated that the adverse finding of the franchising authority with respect to each of the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section on which the denial is based is not supported by a preponderance of the evidence, based on the record of the proceeding conducted under subsection (c) of this section

(f) Finality of administrative decision

Any decision of a franchising authority on a proposal for renewal shall not be considered final unless all administrative review by the State has occurred or the opportunity therefor has lapsed.

(g) "Franchise expiration" defined

For purposes of this section, the term "franchise expiration" means the date of the expiration of the term of the franchise, as provided under the franchise, as it was in effect on October 30, 1981.

(h) Alternative renewal procedures

Notwithstanding the provisions of subsections (a) through (g) of this section, a cable operator may submit a proposal for the renewal of a franchise pursuant to this subsection at any time, and a franchising authority may, after affording the public adequate notice and opportunity for comment, grant or deny such proposal at any time (including after proceedings pursuant to this section have commenced). The provisions of subsections (a) through (g) of this section shall not apply to a decision to grant or deny a proposal under this subsection. The denial of a renewal pursuant to this subsection shall not affect action on a renewal proposal that is submitted in accordance with subsections (a) through (g) of this section.

(i) Effect of renewal procedures upon action to revoke franchise for cause

Notwithstanding the provisions of subsections (a) through (h) of this section, any lawful action to revoke a cable operator's franchise for cause shall not be negated by the subsequent initiation of renewal proceedings by the cable operator under this section.

(June 19, 1934, ch 652 title VI, § 626, as added Pub. L. 98-549, § 2 Oct 30, 1984, 98 Stat 2791; amended Pub L 102-385, § 18, Oct 5, 1992, 106 Stat 1493)

REFERENCES IN TEXT

For "the effective date of this subchapter," referred to in subsec (d) as 60 days after Oct 30 1984, except where otherwise expressly provided, see section 9(a) of Pub L 98-549, set out as an Effective Date note under section 521 of this title

AMENDMENTS

1992—Subsec (a) Pub L 102-385 § 18(a) amended subsec (a) generally Prior to amendment, subsec (a) read as follows: "During the 6-month period which begins with the 36th month before the franchise expiration the franchising authority may on its own initiative, and shall at the request of the cable operator, commence proceedings which afford the public in the franchise area appropriate notice and participation for the purpose of

"(1) identifying the future cable-related community needs and interests and

"(2) reviewing the performance of the cable operator under the franchise during the then current franchise term "

Subsec (c)(1) Pub L 102-385, § 18(b), inserted "pursuant to subsection (b) of this section" after "renewal of a franchise" and substituted "date of the submission of the cable operator's proposal pursuant to subsection (b) of this section" for "completion of any proceedings under subsection (a) of this section".

Subsec (c)(1)(B) Pub L 102-385, § 18(c), substituted "mix or quality" for "mix, quality, or level".

Subsec (d), Pub L 102-385 § 18(d), inserted "that has been submitted in compliance with subsection (b) of this section" after "Any denial of a proposal for renewal" and substituted "or the cable operator gives written notice of a failure or inability to cure and the franchising authority fails to object within a reasonable time after receipt of such notice" for "or has effectively acquiesced".

Subsec (e)(2)(A) Pub L 102-385, § 18(e), inserted "other than harmless error, after franchising authority".

Subsec (i) Pub L 102-385 § 18(f), added subsec, (i).

EFFECTIVE DATE OF 1992 AMENDMENT

Amendment by Pub L 102-385 effective 60 days after Oct. 5, 1992, see section 28 of Pub L 102-385 set out as a note under section 325 of this title.

EFFECTIVE DATE

Section effective 60 days after Oct 30, 1981, except where otherwise expressly provided, see section 9(a) of Pub L 98-549, set out as a note under section 521 of this title

LEGAL NOTICE



Town of Needham

TOWN OF NEEDHAM CABLE TELEVISION LICENSE RENEWAL PROCEEDING

The Town of Needham Select Board, as cable television licensing authority under MGL 166A, s. 1, will hold a public cable license renewal hearing on February 11, 2025, 6:00 p.m. at Needham Town Hall, 1471 Highland Avenue, Needham as part of the Town's Verizon New England, Inc. cable television license renewal process. The purpose of the proceeding is to allow the public and interested persons an opportunity to comment on Town renewal needs and the past performance of Verizon. Copies of renewal documents and records, if any exist prior to the hearing, will be available for public inspection and copying via the Office of the Town Manager. Interested persons may also attend and participate remotely at: Link: <https://needham-k12-ma.us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNaWJXRFRJoQT09>

Webinar ID: 826 0101 3229 Passcode: 652800

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

By order of the Select Board as License Issuing Authority.



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

MEETING DATE: 2/25/2025

Agenda Item	WestMetro HOME Consortium Annual Action Plan—Needham
Presenter(s)	Alison Steinfeld, Community Housing Specialist

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Community Housing Specialist will provide a summary of the Town's responses to a questionnaire prepared by the WestMetro HOME Consortium for its 13 member communities. The Consortium, which administers federal funds to create affordable housing for low-moderate income households in the 13 municipalities, will incorporate these responses into its FY26 Annual Action Plan.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: Move that the Board approve the Town of Needham Template for WestMetro HOME Consortium FY26 Annual Action Plan.
3.	BACK UP INFORMATION ATTACHED
	a. Needham Template for WestMetro HOME Consortium FY26 Annual Action Plan b. Draft WestMetro HOME Partnerships Program FY26 Projects.

Needham Template for WestMetro HOME Consortium FY26 Annual Action Plan

FY26 (HM25) Annual Action Plan Template – HOME - Needham

Public Participation:

Update local approval meeting.

Community	Type of Outreach	Summary of Response	Summary of Comments	Summary of Comments not accepted
Needham	Public Meeting	Select Board meeting to review and approve the AAP 2/25/25		

1. *Please make any necessary updates to the local citizen participation process for HOME.*

The Needham Affordable Housing Trust conducts meetings to discuss housing initiatives and other housing-related issues, including those specific to the HOME Consortium. The Trust typically holds meetings at least twice a year with special meetings as needed. The public is notified and encouraged to attend. Consistent with its commitment to promote active citizen participation in housing-related initiatives, the Town provided a letter of support for the launch of the Needham Housing Coalition, an open and informal coalition of residents striving to help implement many of the recommendations in the 2022 Needham Housing Plan. With the Town's support, the Needham Housing Coalition received CHAPA approval for participation in the Municipal Engagement Initiative (MEI).

The Town is in the process of reviewing the role and membership of the Trust in order to maximize its capacity to support the development and preservation of affordable housing. It is expected that the Trust will be charged with the responsibility of updating and implementing the Town's HOME Public Participation Plan.

AP-15 Expected Resources

1. Explain how federal funds will leverage additional resources (private, state, and local funds)

- If your community has a FY26 HOME project (or an ongoing project) describe specific matching funds for that project(s)

The Town has placed a high priority on supporting the Preservation and Redevelopment Initiative (PRI) of the Needham Housing Authority (NHA). The PRI is a comprehensive long-term project to systematically preserve, protect, modernize and redevelop NHA's entire housing

inventory. In 2024, NHA was awarded \$565,918 in HOME-ARPA funds for the Chambers-Linden Apartments redevelopment project. Further, with the support of the Town, NHA has applied for a \$300,000 HOME grant for its Seabeds Way/Capt. Cook Drive Modernization Project. To date, the Town has appropriated more than \$7.25 million in Community Preservation Act funds to advance the PRI, including \$5.5 million in May of 2024 to leverage additional funding for the Linden Street Redevelopment construction project. NHA will continue to explore other resources to finance the project including Low Income Housing Tax Credits as well as HOME funding. Federal funds have been and will continue to be instrumental in leveraging additional resources to implement NHA's PRI.

Finally, HOME Administrative funding helps support the salary of the Community Housing Specialist who is focused on supporting efforts to expand and improve the affordable housing supply.

If your community does not have a FY26 HOME project or an ongoing project describe general sources of matching funds (CPA, municipal funds, Housing Trust, MVRP vouchers, etc.)

AP-20 Annual Goals and Objectives

Add the projects or programs that are expected to be complete and closed out in IDIS between July 1, 2025 and June 30, 2026. This may be different than the projects included in the FY26 (HM25) Budget. Name of Goal	Description of Project/Program that falls under Goal	Outcome Expected in FY26 (quantity)	Type
Tenant Based Rental Assistance	N/A		Households Assisted
Rehabilitation of Existing Units	The Needham Affordable Housing Trust administers the Small Repair Grant Program (SRGP), which provides funding to income-eligible elderly and disabled homeowners to undertake health and safety improvements to their homes. The program is funded from the General Fund.	Ten home improvement projects under SRGP.	Homeowner Units Rehabbed
	Planning for and redevelopment of both Seabeds Way/Capt. Cooks Drive and Chambers-Linden under NHA's PRI will continue to be in process during FY26.		Rental Units Rehabbed

	The projects will ultimately result in both rehab and production of affordable units.		
Production of Affordable units	Planning for and development of both Seabeds Way/Capt. Cooks Drive and Chambers-Linden under NHA's PRI will continue to be in process during FY26. The projects will ultimately result in both rehab and production of affordable units.		Rental Units Constructed

2. Please include a brief narrative by updating or adding to the following information. Narrative under "Goal" refers to projects that will be complete and closed-out in IDIS in FY26 (this should match with the outcomes above). "Ongoing progress" refers to projects that are advancing but will not be complete in FY26.

FY26 Narrative:

Goal: Rehabilitation of Existing Units

Ongoing progress

Needham continues to work with the Needham Housing Authority on significant modernization and redevelopment efforts through its Preservation and Redevelopment Initiative (PRI). The PRI is a systematic, long-term process designed to generate new and renovated units within essentially a ten-year period (beginning in 2019 with a Facilities Plan). While significant progress has been made and will continue to be made during FY26, it is not expected that any newly renovated or constructed projects will be delivered until after FY26. With CPA funding support from the Town, NHA has engaged the Cambridge Housing Authority as consultants to determine the most appropriate funding sources to refinance and reposition its inventory. The overall goals include completing improvements, producing new units, and enhancing operations. The Town has supported the Housing Authority's recent application for \$300,000 in HOME funds to renovate the Seabeds Way/Capt. Cook Drive, another major component of the PRI. The modernization project is designed to significantly improve living conditions, update the functionality and efficiency of essential building systems, and increase resiliency to climate change.

Although the Town of Needham is constantly exploring housing initiatives that could benefit from the limited HOME funds for which the Town is eligible, the Town currently uses HOME administrative funds to help support housing staff.

AP-55 Affordable Housing

1. Update your community's efforts to support the development and preservation of affordable housing. (Please be concise – IDIS has a character count limit)

FY26 Narrative:

The Select Board and Planning Board approved the Needham Housing Plan in January of 2023. The Plan identifies 17 major actions and eight additional recommendations for further study to better promote housing affordability and diversity in the community. Among these strategies are the adoption of new zoning in compliance with Section 3A of the Massachusetts Zoning Act, the implementation of the Needham Housing Authority's Preservation and Redevelopment Initiative (PRI) to improve and expand its housing developments, and the eventual redevelopment of the Stephen Palmer Building, which currently provides 28 affordable rental units. The Town is advancing zoning to comply with the MBTA Communities Act to its May 2025 Annual Town Meeting. Further, although the Town has surpassed the state-mandated affordable housing requirement under Section 40B of MGL, the Town continues to work cooperatively with developers to create new subsidized housing; it is anticipated that at least one such project will be delivered during FY26.

AP-60 Public Housing

1. Describe actions planned during the next year to address the needs of public housing.

FY26 Narrative:

The Town remains committed to supporting the work of the Needham Housing Authority (NHA) on its Preservation and Redevelopment Initiative (PRI). Currently in its advanced planning stages, Linden-Chambers will include a one-to-one replacement of 72 housing units followed by the creation of 64 new affordable housing units on the property. 2024 Annual Town Meeting adopted new zoning to allow for the redevelopment.

NHA also includes the repositioning of federal public housing properties at Seabeds Way and Captain Robert Cook Drive. "Repositioning" involves moving the properties' subsidy stream from the original Section 9 public housing program to the Section 8 program. This effort can proceed effectively as-of-right under HUD regulations, as long as NHA can demonstrate that the Seabeds/Cook properties meet a minimum threshold of capital needs. It is scheduled to occur prior to the Linden-Chambers project as the repositioning generates incremental financial resources that can cross-subsidize the Linden-Chambers project proforma.

If Needham is planning on changes to the Town's guidelines for resale or recapture of HOME funds when used for homebuyer activities, please notify me. Otherwise, Newton will continue to use guidelines that were in place last year.

N/A

WestMetro HOME Partnerships Program FY26 Projects

Project #	PROJECT NAME/TYPE	FY26 Budget	Prior Yr(s) Program Income	Uncommitted Prior Yr(s) Funds	Anticipated FY26 Program Income (TBD)	Totals
BEDFORD						
HM26-01A/HM25-01A	Bedford HOME Administration	\$ 1,527.00		\$ 1,527.00		\$ 3,054.00
HM26-01B/HM25-01B/HM24-01B/HM23-01B/HM22-01B	Bedford TBRA	\$ 15,270.00		\$ 51,568.93		\$ 66,838.93
	TOTAL	\$ 16,797.00	\$ -	\$ 53,096.93	\$ -	\$ 69,892.93
BELMONT						
HM26-02A/HM25-02A/HM24-02A	Belmont HOME Administration	\$ 4,632.00		\$ 10,062.00		\$ 14,694.00
HM26-02B/HM25-02B/HM24-02B/HM23-02B	Belmont Projects / Programs	\$ 46,320.00		\$ 202,790.00		\$ 249,110.00
	TOTAL	\$ 50,952.00	\$ -	\$ 212,852.00	\$ -	\$ 263,804.00
BROOKLINE						
HM26-03A/HM25-03A/HM24-03A	Brookline HOME Administration	\$ 20,892.00		\$ 44,367.00		\$ 65,259.00
HM26-03B/HM25-03B/HM24-03B	Brookline Projects & Programs	\$ 208,920.00		\$ 443,660.00		\$ 652,580.00
	TOTAL	\$ 229,812.00	\$ -	\$ 488,027.00	\$ -	\$ 717,839.00
CONCORD						
HM26-13A/HM25-13A	Concord HOME Administration	\$ 2,318.00		\$ 2,318.00		\$ 4,636.00
HM26-13B/HM25-13B/HM24-13B	Concord Projects & Programs	\$ 23,180.00		\$ 54,205.00		\$ 77,385.00
	TOTAL	\$ 25,498.00	\$ -	\$ 56,523.00	\$ -	\$ 82,021.00
FRAMINGHAM						
HM26-09A/HM25-09A	Framingham HOME Administration	\$ 22,521.00		\$ 22,521.00		\$ 45,042.00
HM26-09C/HM25-09C/HM24-09C	Framingham TBRA Program	\$ 225,210.00		\$ 403,992.45		\$ 629,202.45
HM26-09P/HM25-09P/HM24-09P/HM23-09P/HM22-09P	Framingham Program Income- reserved for TBRA		\$ 26,869.89		\$ 6,000.00	\$ 32,869.89
HM23-09D/HM22-09D/HM21-09D/HM20-09D/HM19-09D	Framingham Carlson Crossing East			\$ 457,426.17		\$ 457,426.17
	TOTAL	\$ 247,731.00	\$ 26,869.89	\$ 883,939.62	\$ 6,000.00	\$ 1,184,540.51
LEXINGTON						
HM26-12A/HM25-12A	Lexington HOME Administration	\$ 3,657.00		\$ 3,657.00		\$ 7,314.00
HM26-12B/HM25-12B/HM24-12B	Lexington TBRA	\$ 36,570.00		\$ 69,420.00		\$ 105,990.00
HM23-12B/HM22-12B	Lexington Projects & Programs			\$ 61,820.00		\$ 61,820.00
	TOTAL	\$ 40,227.00	\$ -	\$ 134,897.00	\$ -	\$ 175,124.00
NATICK						
HM26-11A/HM25-11A	Natick HOME Administration	\$ 6,111.00		\$ 6,111.00		\$ 12,222.00
HM26-11B/HM25-11B/HM24-11B	Natick TBRA Program	\$ 61,110.00		\$ 107,379.00		\$ 168,489.00
	TOTAL	\$ 67,221.00	\$ -	\$ 113,490.00	\$ -	\$ 180,711.00
NEEDHAM						
HM26-05A/HM25-05A	Needham HOME Administration	\$ 2,674.00		\$ 2,674.00		\$ 5,348.00
HM26-05B/HM25-05B/HM24-05B	Needham Projects / Programs	\$ 26,745.00		\$ 57,470.00		\$ 84,215.00
	TOTAL	\$ 29,419.00	\$ -	\$ 60,144.00	\$ -	\$ 89,563.00
NEWTON						
HM26-06A/HM25-06A	Newton HOME Administration	\$ 12,082.51		\$ 12,082.51		\$ 24,165.02
HM26-06B/HM25-06B/HM24-06B/HM23-06B/HM22-06C/HM21-06C/HM19-06E	Newton West Armory Affordable Housing Dev	\$ 120,820.15		\$ 582,130.25		\$ 702,950.40
	TOTAL	\$ 132,902.66	\$ -	\$ 594,212.76	\$ -	\$ 727,115.42
SUDBURY						
HM26-10A/HM25-10A	Sudbury HOME Administration	\$ 699.00		\$ 699.00		\$ 1,398.00
HM26-10B/HM25-10B/HM24-10B	Sudbury Projects / Programs	\$ 6,985.00		\$ 15,275.00		\$ 22,260.00
	TOTAL	\$ 7,684.00	\$ -	\$ 15,974.00	\$ -	\$ 23,658.00
WALTHAM						
HM26-07A/HM25-07A	Waltham HOME Administration	\$ 17,585.00		\$ 17,585.00		\$ 35,170.00
HM26-07B/HM25-07B/HM24-07B/HM23-07B	Waltham TBRA Program	\$ 175,850.00		\$ 297,571.04		\$ 473,421.04
HM26-07P/HM24-07P/HM23-07P	Waltham Program Income - reserved for TBRA		\$ 68,038.30		\$ 15,000.00	\$ 83,038.30
	TOTAL	\$ 193,435.00	\$ 68,038.30	\$ 315,156.04	\$ 15,000.00	\$ 591,629.34
WATERTOWN						
HM26-08A/HM25-08A	Watertown HOME Administration	\$ 11,058.00		\$ 11,058.00		\$ 22,116.00
HM26-08B/HM25-08B/HM24-08B	Watertown Projects / Programs	\$ 110,585.00		\$ 212,960.00		\$ 323,545.00
HM22-08P	Watertown Program Income		\$ 119,155.50			\$ 119,155.50
	TOTAL	\$ 121,643.00	\$ 119,155.50	\$ 224,018.00	\$ -	\$ 464,816.50
WAYLAND						
HM26-14A/HM25-14A	Wayland HOME Administration	\$ 1,111.00		\$ 1,111.00		\$ 2,222.00
HM26-14B/HM25-14B/HM24-14B/HM23-14B	Wayland TBRA Program	\$ 11,110.00		\$ 28,015.00		\$ 39,125.00
HM19-14C	Wayland's St. Ann's Village			\$ 65,955.10		\$ 65,955.10
	TOTAL	\$ 12,221.00	\$ -	\$ 95,081.10	\$ -	\$ 107,302.10
CONSORTIUM ADMINISTRATION						
HM26-99	Consortium HOME Administration	\$ 45,800.36				\$ 45,800.36
HM23-05B/HM23-10B/HM23-09B/HM22-05B	Competitive Funding Pool - Saint Anne's Snr Village	\$ -		\$ 188,450.00		\$ 188,450.00
HM26-15B	CHDO Operating Expenses Funding Pool	\$ 76,333.94				\$ 76,333.94
HM25-15B/HM24-15B	CHDO Operating Expenses- MetroWest CD			\$ 108,964.19		\$ 108,964.19
HM26-15C	CHDO Set Aside Funding Pool	\$ 229,001.82				\$ 229,001.82
HM25-15C/HM24-15C/HM23-15C	CHDO Set Aside- MetroWest CD: West Newton Armory			\$ 719,643.27		\$ 719,643.27
	TOTAL	\$ 351,136.12	\$ -	\$ 1,017,057.46	\$ -	\$ 1,368,193.58
TOTAL FY26 HOME CONSORTIUM BUDGET						
		\$ 1,526,678.78	\$ 214,063.69	\$ 4,264,467.91	\$ 21,000.00	\$ 6,026,210.38



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

MEETING DATE: 2/25/2025

Agenda Item	2023 MetroWest Adolescent Health Survey Data and Updates from Substance Prevention Alliance of Needham (SPAN) and Youth & Family Services
Presenter(s)	Julie McCarthy, Epidemiologist/Data Analyst Karen Shannon, Substance Use Prevention Program Coordinator Sara Shine, Director of Youth & Family Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Staff from Needham Public Health and Youth & Family Services Divisions will present substance use and mental health data from the 2023 MetroWest Adolescent Health Survey. Updates will be provided on services, programming and community involvement from Youth & Family Services and the Substance Prevention Alliance of Needham (SPAN).
2.	VOTE REQUIRED BY SELECT BOARD
	N/A – Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Presentation Slides

2023 METROWEST
ADOLESCENT HEALTH SURVEY
DATA
+
UPDATES FROM SUBSTANCE
PREVENTION COALITION OF
NEEDHAM (SPAN) AND YOUTH
& FAMILY SERVICES

2/25/25

Julie McCarthy, Epidemiologist/Data Analyst

Karen Shannon, Substance Use Prevention
Program Coordinator

Sara Shine, Director of Youth & Family
Services



OUTLINE

MetroWest Adolescent Health Survey-Intro

Substance Use Data and Substance Prevention Alliance of Needham (SPAN)

Mental Health Data

Youth and Family Services Programming and Services

Miscellaneous Data

Questions?

METROWEST ADOLESCENT HEALTH SURVEY

- The MetroWest Adolescent Health Survey (MWAHS) has been administered biennially since 2006 (exception of 2020 due to COVID-19)
- Monitors trends in the 25 communities in the MetroWest region served by the MetroWest Health Foundation (MWHF)
- **2023 Needham High School** – 1,358 students = 84.4% participation rate
- **2023 Needham Middle School** – 1,323 students = 93.4% participation rate



SUBSTANCE USE DATA AND
SUBSTANCE PREVENTION ALLIANCE
OF NEEDHAM (SPAN)

SUBSTANCE PREVENTION ALLIANCE OF NEEDHAM (SPAN)



- Community coalition
- 12 sectors represented
- Steering Committee, Education Action Team, Mental Health Action Team
- Completed 14 years- Drug Free Communities* and STOP Act Grants

*Office of National Drug Control Policy

A PUBLIC HEALTH APPROACH TO PREVENTION

- **Prevent and Reduce** underage substance use
- **Build community collaboration-** a common message
- **Change perceptions and norms** regarding underage substance use
 - Shift from a rite of passage- inevitability
- **Increase protective factors** that support healthy choices
- **Decrease risk factors** that are indicated in underage substance use
- **Guided by SAMHSA's Strategic Prevention Framework**



OVERALL SUBSTANCE USE TRENDS

MIDDLE SCHOOL, GRADES 6-8

Electronic Vapor Products

2021= 0.6%

2023 = 0.8%



Marijuana

2021= 0.3%

2023 = 0.2%



Alcohol

2021= 1.7%

2023= 2.2%



Prescription Drugs

2021= N/A*

2023 = 0.6%

*Current prescription drug misuse not captured until 2023

HIGH SCHOOL, GRADES 9-12

Electronic Vapor Products

2021= 12.5%

2023 = 8.6%



Marijuana

2021= 14.4%

2023 = 11.9%



Alcohol

2021= 31.2%

2023= 30.1%



Prescription Drugs

2021= 3.3%

2023 = 2.7%



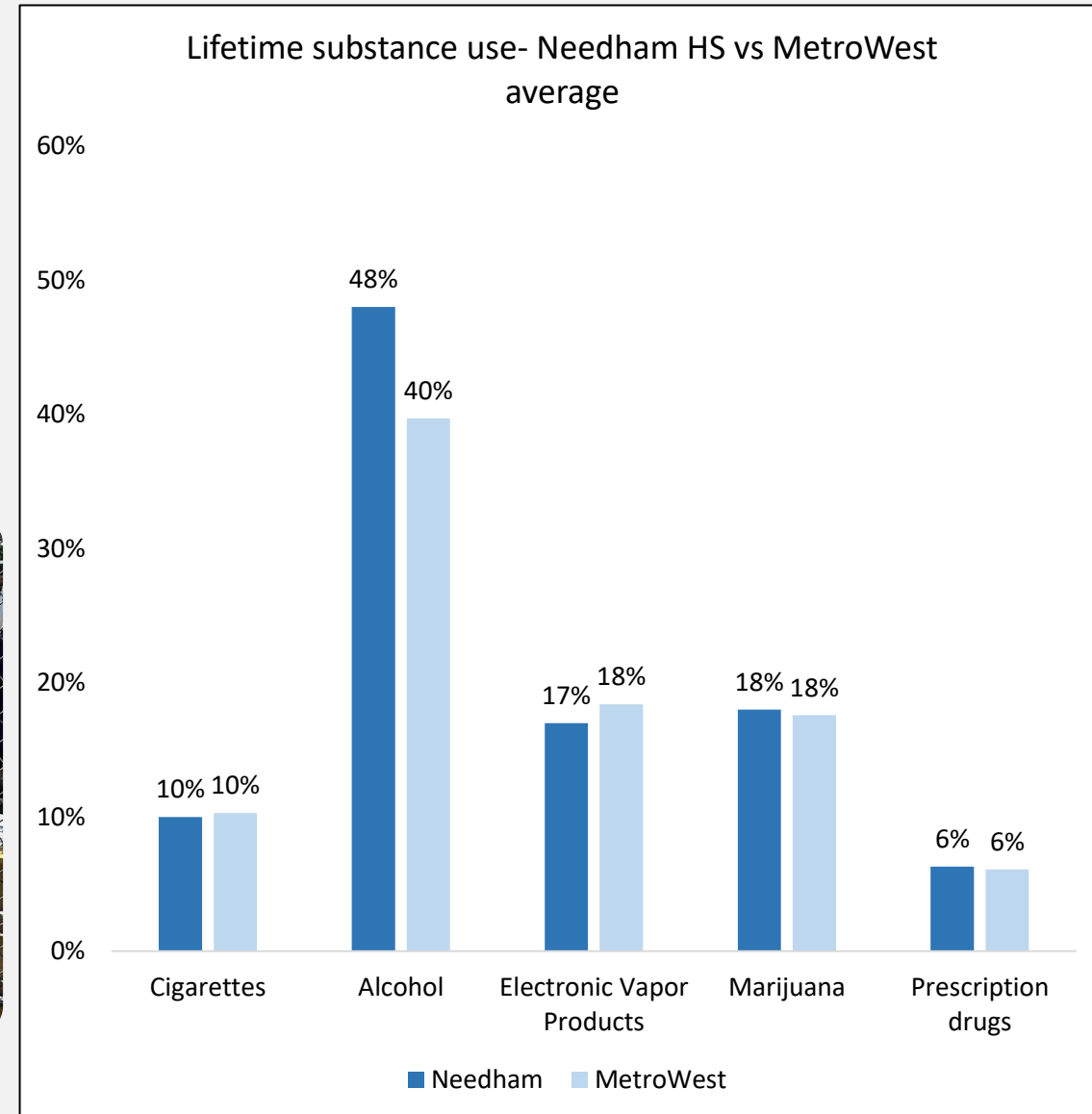
POSITIVE COMMUNITY NORMS CAMPAIGN

- The Science of the Positive* corrects misperceptions about youth substance use and impacts behavior

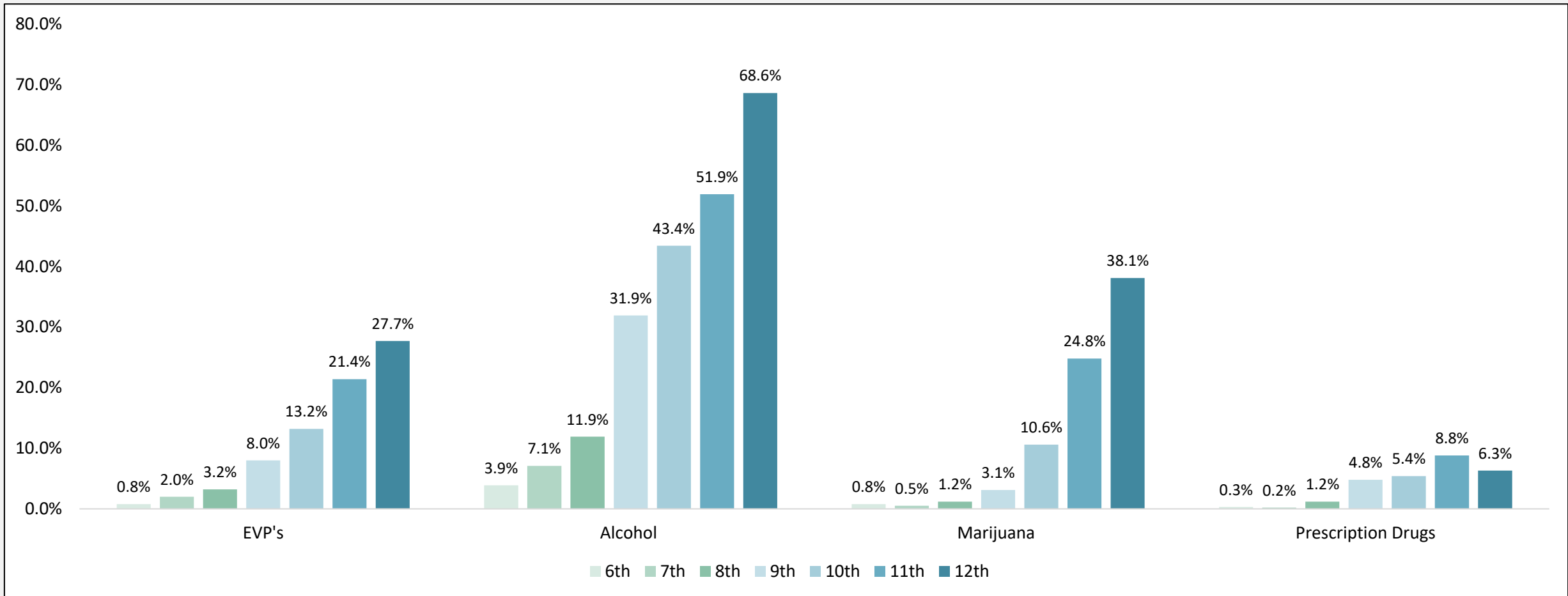
*Science of the Positive and the Positive Community Norms Approach, The Montana Institute, www.montanainstitute.com



Needham Public Health and Youth and Family Services Divisions



SUBSTANCE USE INCREASES BY GRADE (LIFETIME USE)



PROTECTIVE FACTORS

- **School Connectedness:**
 - Nearly **66%** of students report being engaged in and connected with their school.
- **Peer Support:**
 - **64%** of youth have a friend they can talk to about problems
 - **25%** report feeling lonely
- **Adult Support:**
 - **75%** have at least one teacher/adult in school to talk to about problems
 - **95%** of students have at least one parent or adult to talk about things outside of school

(Needham High School)

Needham Public Health and Youth and Family Services Divisions



COMMUNITY PARTNERSHIPS: ALCOHOL COMPLIANCE CHECKS & RESPONSIBLE BEVERAGE SERVICE TRAINING

Access to alcohol among current drinkers, Needham HS:

- 76% at a party
- 50% from a friend (not at a party)
- 26% from home, with parent/guardian knowledge
- 27% from home, without parent/guardian knowledge
- 6% bought it with a fake I.D.
- 4% bought it without a fake I.D.

TIPS Trainings October 16, 2023

25 total attendees
7 establishments from Needham
4 establishments from Dedham
96% pass rate

February 5, 2024

35 total attendees
16 establishments from Needham
97% pass rate



June 6, 2024

Compliance Checks

DECEMBER 6, 2023

25 establishments checked
21 passes
4 sales-to-minor violations

MAY 15, 2024

24 establishments checked
24 passes
0 sales-to-minor violations



June 6, 2024

SPAN IN THE COMMUNITY

Parent Education Event

May 14, 2024

Dr. Safdar Medina of Tri River Health Center, Uxbridge, presented parents with substance education and health harms to youth, and tips for talking with tweens and teens.

Panelists Tamatha Bibbo, Sara Shine and Aileen Milligan discussed:

- parenting tips
- substance use trends in Needham
- resources

Hidden in Plain Sight "mini exhibit"



Drug Take Back Days

October 28, 2023

73 lbs collected event day
Six-month collection: ~500 lbs

April 27, 2024

107 lbs collected event day
Six month collection: 440 lbs

Average monthly collection: 78 lbs



June 6, 2024

Overdose Awareness Day

August 31, 2023

2nd Overdose Awareness Vigil in Needham
Memorial Park

3rd Overdose Awareness Day
Thursday, August 29, 2024
Stay tuned for more info!

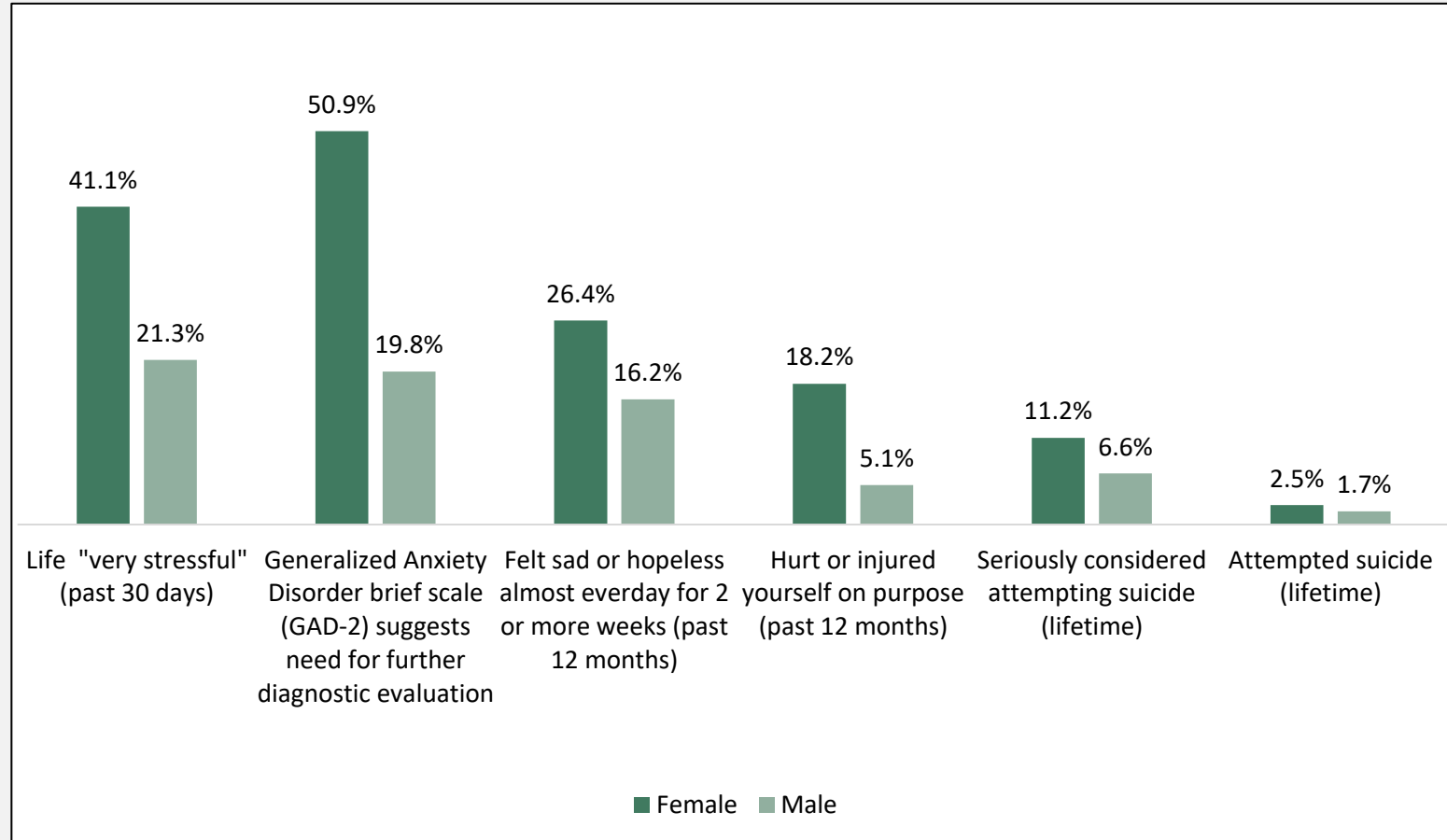


June 6, 2024

MENTAL HEALTH DATA AND YOUTH AND FAMILY SERVICES PROGRAMMING

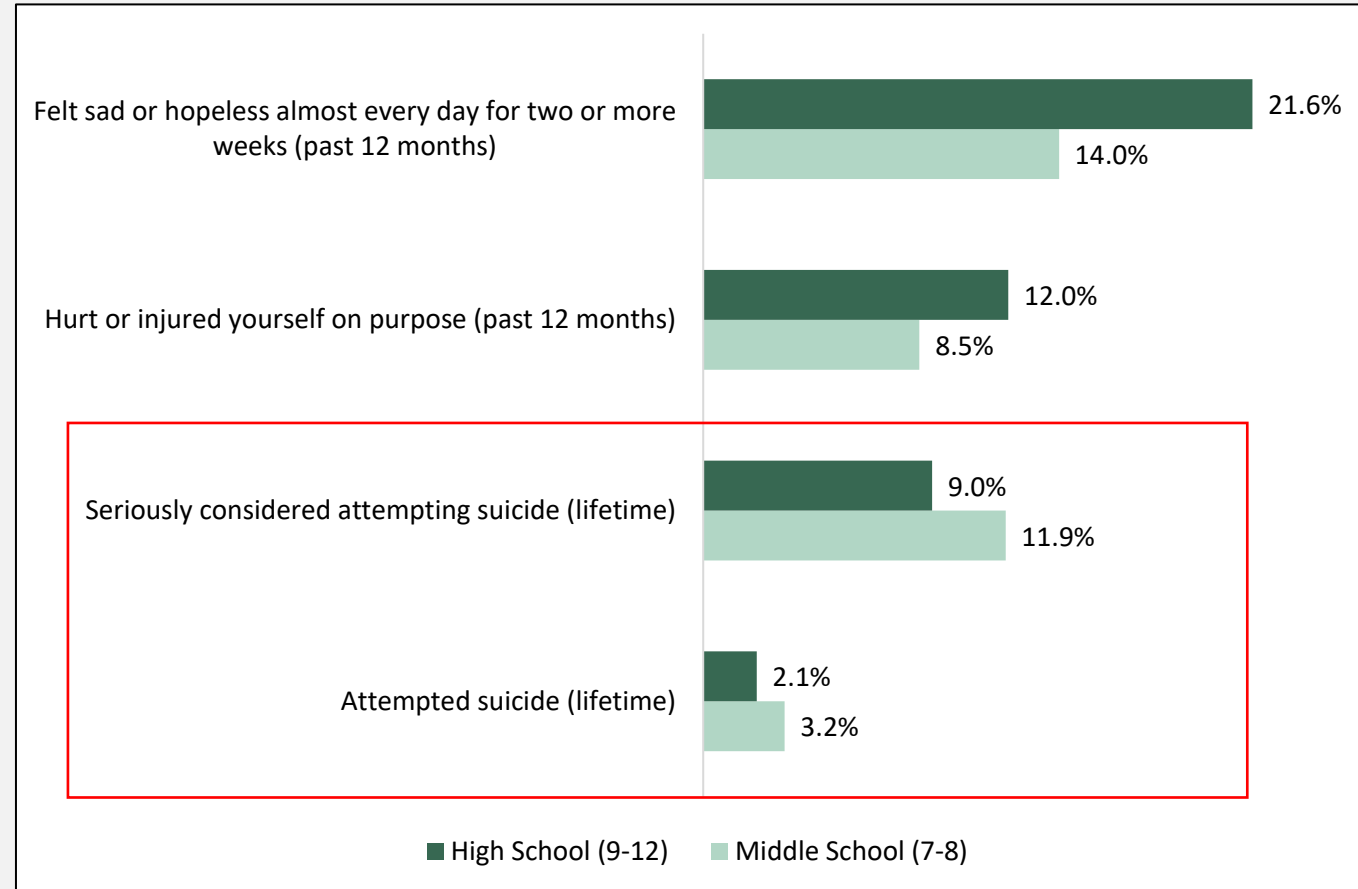
MENTAL HEALTH: STRESS AND ANXIETY, HS

- **31%** of students report that their life was very stressful in the past 30 days
- Females are far more likely to report this level of stress than males (**see graph**)
- School (grades, homework, tests) is the most common source of stress (**71%**)
- **36%** of students experienced symptoms of generalized anxiety disorder - down from **42%** in 2021

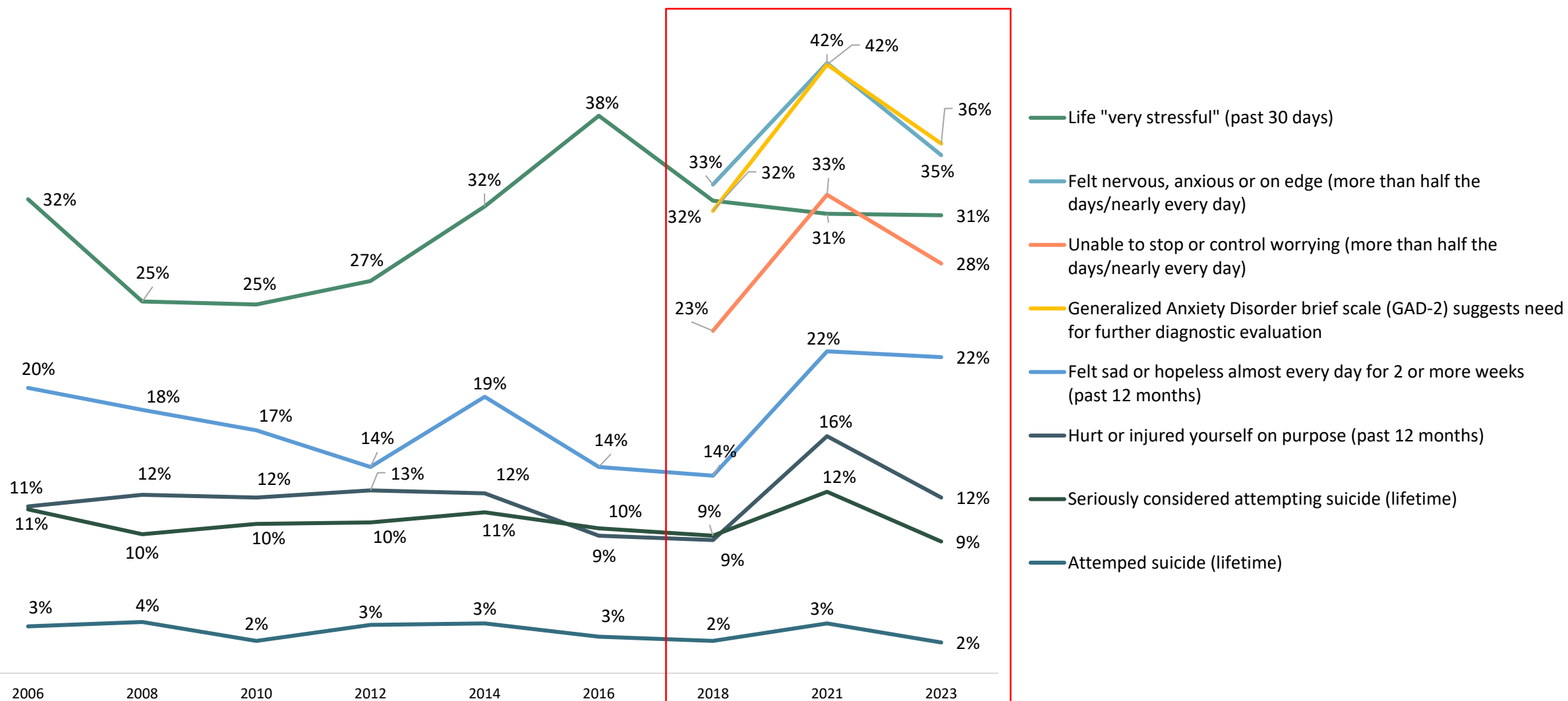


MENTAL HEALTH: DEPRESSIVE SYMPTOMS

- **22%** of students reported depressive symptoms in the past 12 months – similar to 2021 (HS)
- Intentional self-injury is reported by **12%** of youth in the past 12 months- down from 16% in 2021 (HS)
- **9%** of youth seriously considered suicide in the past 12 months- down from 12% in 2021 (HS)
- **2%** attempted suicide in the past 12 months- down from 3% in 2021 (this is around 28 students) (HS)



MENTAL HEALTH PATTERNS OVER TIME, HS



YOUTH AND FAMILY SERVICES: CLINICAL PROGRAMMING

- Individual and Family Counseling
- School Counseling
- Case Management
- Crisis Management
- Managing Interface Referral Service
- Youth Diversion/Restitution
- Parenting Supports
 - Drop in parent groups
 - Caring for the caregiver
 - Divorce group
 - As needed family consults
- Group Programming for Youth
 - Social skills groups
 - Transitional ages support
 - Grief support
 - Trauma
 - High School stressors
 - Anxiety
 - Coping Skills
 - Divorce Group

YOUTH AND FAMILY SERVICES: ENRICHMENT PROGRAMMING

- Volunteers Around Needham
- Peer Mentoring
- Peer Tutoring
- SHOP (Students Helping Older People)
- Needham Unplugged Calendar
- Mental Health First Aid
 - Teen
 - Youth
- Baby Playgroups
- Family Nights
- Residential Employment Program
- Volunteer Program
- Community Presentations
 - Viewing of screenagers with facilitated family conversations
 - Deborah Farmer Kris - Emotions 101, helping your child name and navigate emotions
 - Michelle Icard – Essential Parenting Conversations

YOUTH AND FAMILY SERVICES: COMMUNITY OFFERINGS

COMMUNITY BASED PROGRAMMING

Together we assess the needs of the community and base programming, and services based on individual and larger scale group needs.

- Community Connections office hours
- Parent consults/ support groups
- Case management consults
- Social skills groups
- Diversion program
- Short-term counseling
- Curriculum/Workshops
- Professional Development

COMMUNITY CONNECTION HOURS

Designed as open office hours where families can come meet and learn about programming, get support in counseling and mental health, information and referral services, volunteer services, case management.

- Library: Tuesdays 12pm-4pm, Wednesdays 10am-2pm
- YMCA- one Saturday per month
- Needham Community Council- every other Wednesday 4pm-6pm and one Saturday per month
- Rosemary Complex- during special events

YOUTH AND FAMILY SERVICES

CURRICULUM/WORKSHOPS

- iDecide- Substance use program
- Behavior Intervention Program
- School Avoidance Training
- Mental Health First Aid Training
- 6th grade workshops

Most have in in-home option

UPCOMING PROGRAMMING

- Inclusion opportunities
- Job and Volunteer Fair
- 6th grade group – street smarts
- Peer Mentoring
- Family Night
- Preparing for Kindergarten parenting workshop

YOUTH AND FAMILY SERVICES: COMMUNITY INVOLVEMENT

- The Youth Resource Network
- The Substance Prevention Alliance of Needham
- Chapter 84
- The Domestic Violence Action Committee
- The Community Crisis Intervention Team
- Take Back the Night Club
- The Homelessness Committee
- Overdose Awareness
- Online Safety Coalition
- District Mental Health Committee
- Management of the Crisis Donation Fund

OTHER
MISCELLANEOUS
NOTABLE DATA
POINTS FROM
2023 SURVEY

- **Weapons:** Middle School students report carrying a weapon at higher rates than High School students (both male and female).
- **Distracted driving:** Needham High School students (39.3%) reported texting, messaging, emailing while driving at higher rates than the MetroWest average (32.2%)
- **Time spent online:**
 - 71% of Needham High School students reported checking their smartphone a few times an hour or more often during school
 - 15% of Middle School students report spending 3+ hours gaming daily (vs 9% for High School)
- **Gambling:**
 - Male students, Middle School or High School, are reporting gambling at much higher rates than female students
 - Middle school students reported betting on skill games they are playing and betting on lottery games or tickets at slightly higher rates than high school students



QUESTIONS? THANK YOU!

RESOURCES

- Youth & Family Services resource guide:



SPAN Website, Resources



• WWW.SPANNEEDHAM.ORG



• WWW.FACEBOOK.COM/SPANNEEDHAM

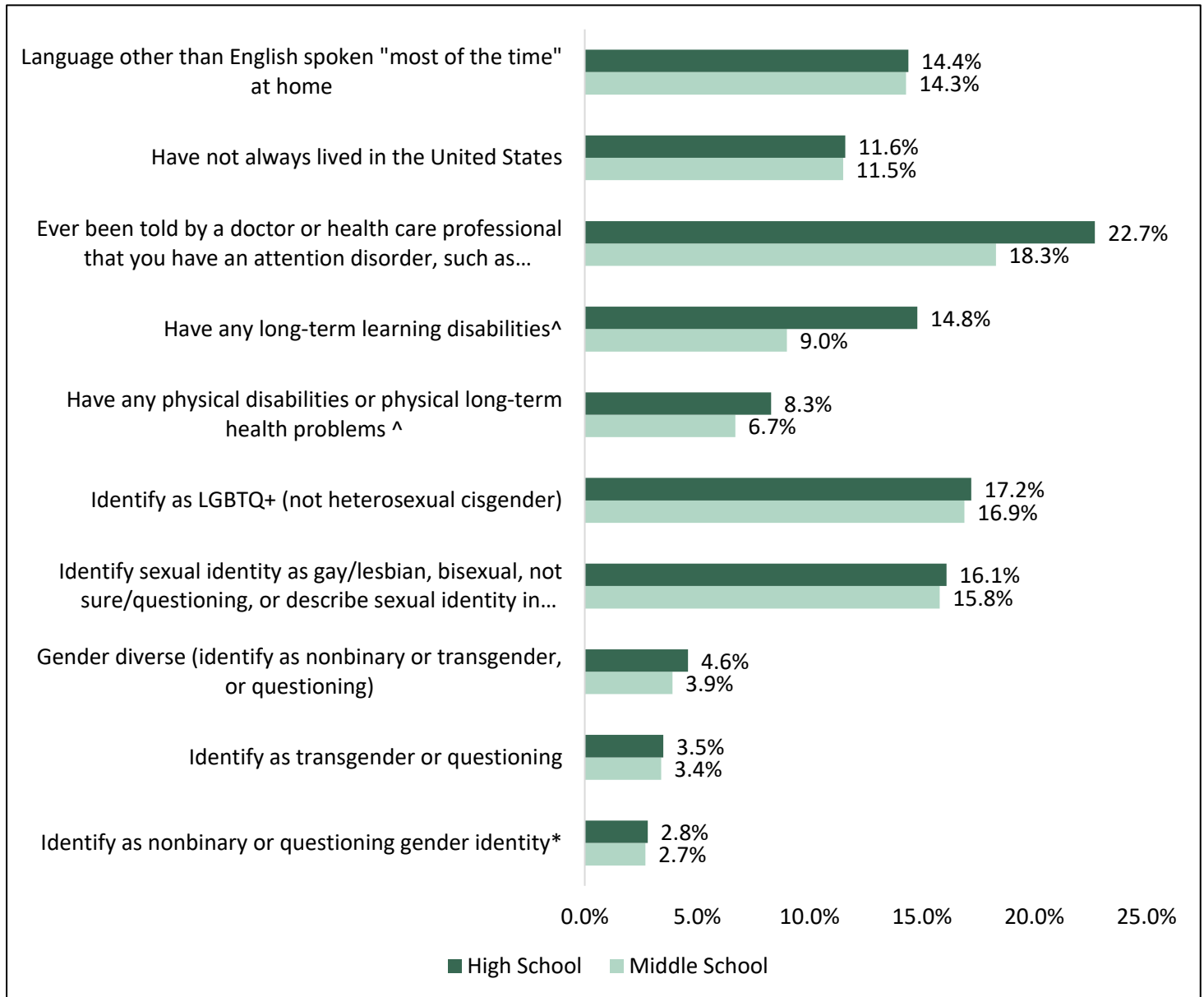


• WWW.INSTAGRAM.COM/SPANNEEDHAM



Find SPAN on LinkTree!

SOCIO-DEMOGRAPHICS AND OTHER STUDENT CHARACTERISTICS, MS & HS





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

MEETING DATE: 2/25/2025

Agenda Item	Community Preservation Committee (CPC) Consultation
Presenter(s)	Dave Herer, Chair of CPC Maureen Callahan, Vice-Chair of CPC Lauren Spinney, CPC Administrative Coordinator Cecilia Simchak, Assistant Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The CPC will have its annual consultation with the Select Board on the pending project applications for FY2026, as well as the appropriation of CPA monies. Appropriations to Community Preservation Reserves: • Administrative Budget: \$ 82,000 • Community Preservation Reserve: \$1,223,043 • Community Housing Reserve: \$ 876,000 • Historic Resources Reserve: \$ 0 • Open Space Reserve: \$ 438,000 FY2026-01 Needham History Center & Museum: Ongoing Collections Storage Upgrades: • Amount from CPA: \$ 46,712 • CPA Category: Historic Preservation • Brief Summary: Storage upgrades for ongoing collections. FY2026-02 Needham Conservation Department & Conservation Commission: Trail Signage Improvements: • Amount from CPA: \$ 104,000 • CPA Category: Recreation • Brief Summary: Upgraded trail signage and trail improvements on town-owned protected spaces and trails. FY2026-03 Charles River Center: East Militia Heights Development: • Amount from CPA: \$ 3,500,000 • CPA Category: Community Housing • Brief Summary: Construction costs associated with the development of 86 new affordable housing units, with approximately half set aside for individuals with autism and intellectual disabilities.	



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

FY2026-04 Needham Housing Authority: Preservation of Seabeds Way & Captain Robert Cook Drive:

- Amount from CPA: \$ 9,950,000
- CPA Category: Community Housing
- Brief Summary: Construction costs associated with the preservation and redevelopment of affordable housing units located on Seabeds Way and Captain Robert Cook Drive.

FY2026-05 *Application deemed ineligible for CPA funding by Town Counsel.*

FY2026-06 Needham Park & Recreation Department: Action Park & Pickleball Courts:

- Amount from CPA: \$ 300,000
- CPA Category: Recreation
- Brief Summary: Design costs associated with construction of an action sports park and pickleball courts at Claxton Field.

FY2026-07 Needham Park and Recreation Department and Department of Public Works: Eliot School Grounds Renovation:

- Amount from CPA: \$ 69,960
- CPA Category: Recreation
- Brief Summary: Design costs associated with the renovation of the Eliot School fields and playground.

The CPC Public Hearing is scheduled for March 12, 2025 at 7:00 p.m., at the Charles River Room, 500 Dedham Avenue, Needham (PSAB) and via Zoom. It will also be televised on the Needham Channel.

2.	VOTE REQUIRED BY SELECT BOARD
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	N/A – Discussion Only
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3.	BACK UP INFORMATION ATTACHED
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- | | |
|--|---|
| | <ul style="list-style-type: none">a. Memorandum from CPC to Select Boardb. Memorandum from Cecilia Simchak, Assistant Director of Finance to Community Preservation Community re: FY2026 CPA Revenue Estimate, Available Funds, and Appropriations |
|--|---|

MEMORANDUM

To: Select Board; Community Preservation Committee Members

From: Dave Herer, Community Preservation Committee Chair
Maureen Callahan, Community Preservation Committee Vice-Chair
Lauren Spinney, CPC Administrative Coordinator
Cecilia Simchak, Assistant Director of Finance

Re: FY2026 Community Preservation Committee Project Applications and Finance Article

Date: February 20, 2025

In connection with the Community Preservation Committee's ("CPC" or "Committee") consultation with the Select Board scheduled for February 25, 2024, below is a summary of the six FY2026 grant applications and the CPC financial article currently under review by the CPC.

Information provided in this memorandum is not intended to be in lieu of Committee member discussions and applicant presentations which occurred during CPC meetings and subsequently memorialized in CPC minutes. Furthermore, any preliminary sense of the Committee that may be expressed during this consultation is not intended to supersede or abrogate the CPC's full review process regarding the FY2026 grant applications and Finance Article. The Committee's review is ongoing, and it will not formally vote on the applications or Finance Article until the conclusion of this process, which will include a public hearing scheduled for March 12, 2025, and consultations with the Select Board and Finance Committee, scheduled for February 25, 2025 and March 5, 2025, respectively.

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

This Article seeks Town Meeting approval to appropriate the estimated FY2026 Community Preservation Fund Revenues and allocate them pursuant to the requirements of the Community Preservation Act.

The preliminary estimated CPA revenue for FY2026 is as follows:

Surcharge Receipts Estimate:	\$ 3,637,000
State Trust Fund Distribution Estimate:	<u>\$ 345,000</u>
FY2026 Revenue Estimate:	\$ 3,982,000

The Community Preservation Act mandates that at least 10% of annual property tax surcharges and state trust fund distribution be spent on actual projects, or be allocated for future projects, in three CPA special reserves: Community Housing, Open Space, and Historic Resources. To ensure the Town remains compliant with this statutory requirement, the CPC's practice has been to appropriate 11% of the estimated revenue to each special reserve to account for any potential discrepancy between estimated and actual receipts. At 11%, the required special reserve appropriation would be \$438,000 each to Community Housing, Historic Resources, and Open

Space. However, the debt service payment for the Town Hall and Emery Grover Historic Restoration projects, which will total \$1,362,957 for FY2026, and which Town Meeting approves as part of the budget article, satisfies the required annual appropriation for Historic Resources. Given that the Town will meet its special reserve obligation for Historic Resources via the debt service payments described above, the special reserve appropriations would be stated in the draft Town Meeting Warrant, as follows:

A.	Administrative and Operating Expenses of the Community Preservation Committee:	\$ 82,000
Reserves:		
B.	Community Preservation Fund Annual Reserve:	\$ 1,661,043
C.	Community Housing Reserve:	\$ 438,000
D.	Historic Resources Reserve:	\$ 0
E.	Open Space Reserve:	\$ 438,000

Since FY2022, the CPC has elected to double the appropriation for Community Housing and appropriate 22% of the estimated revenue to the Community Housing special reserve for each fiscal year. The CPC took this action for a number of reasons, including anticipated requests for funding from the Needham Housing Authority (NHA) in connection with its planned efforts to redevelop affordable housing units at Linden-Chambers, Seabeds Way, Captain Robert Cook Drive, and High Rock Estates.

The Committee has received requests for funding from NHA and other non-government organizations in connection with the development of affordable housing and it anticipates receiving additional such requests in the future. As such, the sense of the Committee is to once again support a recommendation to Town Meeting to appropriate 22% of the FY2026 estimated CPA revenue to the Community Housing special reserve.

Assuming that is the case, the appropriations would instead be stated in the draft Town Meeting Warrant, as follows:

A.	Administrative and Operating Expenses of the Community Preservation Committee	\$ 82,000
Reserves:		
B.	Community Preservation Fund Annual Reserve:	\$ 1,223,043
C.	Community Housing Reserve:	\$ 876,000
D.	Historic Resources Reserve:	\$ 0
E.	Open Space Reserve:	\$ 438,000

The CPC is considering appropriating FY2026 receipts towards projects at the May 2025 Annual Town Meeting. If this were to occur, the appropriations to the Community Housing Reserve and Community Preservation Fund Annual Reserve will be revised.

Please note that the current balances in the respective CPA reserves are as follows:

Community Housing Reserve	\$ 872,545
Historic Resources Reserve	\$ 106,669
Open Space Reserve	\$ 2,838,167
FY2025 CPA Annual Reserve	\$ 87,215
CPA Free Cash	\$ 3,455,380

ARTICLE X: APPROPRIATE FOR NEEDHAM HISTORY CENTER & MUSEUM'S ONGOING COLLECTIONS STORAGE UPGRADES

CPA application FY2026-01, submitted by the Needham History Center and Museum (NHC), requests **\$46,712** for storage upgrades for its ongoing museum collections under the CPA category of **Historic Preservation**.

NHC is a non-profit public charity. Admission and access to the museum's collections are free, as are all of its programs, unless specifically organized as a fundraiser. Per the NHC, its collections consist of artifacts and documents that record the history of Needham. They are used for research and educational purposes, and "provide a vital link to a shared past as context for understanding current issues". The collections have been determined by the Needham Historical Commission to be "significant in the history, archaeology, architecture, or culture" of the Town.

NHC is currently utilizing donated shelving from the high school library to store the collections. As the collections are being organized into appropriate archival containers, they are taking up more space and the current shelving is not adequately sized to store them efficiently. The NHC is requesting CPA funds to pay for heavy-duty modular shelving, racks and cases to increase storage capacity, dehumidification equipment for its basement storage area, shipping, assembly and disposal of materials.

The requested funding will aid in the preservation of the collections, increase storage capacity within the same footprint, and make the material more accessible. This will also move the NHC closer to its goal of full compliance with the Department of the Interior's Standards for Managing and Preserving Museum Property, which requires a museum to provide adequate storage space, facilitate safe access to objects through the efficient use of storage systems, protect collections from damage, and provide a protected and stable environment. If this project is recommended for funding and approved by Town Meeting, the NHC anticipates project completion in Fall 2025.

The May 2012 Town Meeting appropriated \$25,000 to hire an archivist/collections manager to set up processes for cataloguing and rehousing NHC's historic artifacts, and related supplies. The May 2018 Town Meeting appropriated an additional \$25,000 to continue the work of the Collections Manager for another three years. This salary is now wholly supported by NHC's operating budget.

The Committee conducted a detailed due diligence review of this project and received information from the applicant concerning, among other things, the project's history, existing conditions, proposed budget and timeline. The CPC received a presentation by Gloria Greis, Executive

Director of the NHC, and Mark Gluesing, Board Member. The Committee will also hold a Public Hearing regarding FY2026 Grant Applications on March 12, 2025.

[More information regarding FY2026-01 is available here.](#)

ARTICLE X: APPROPRIATE FOR NEEDHAM CONSERVATION DEPARTMENT & CONSERVATION COMMISSION'S TRAIL SIGNAGE IMPROVEMENTS

CPA application FY2026-02, submitted jointly by the Needham Conservation Department and Needham Conservation Commission, requests **\$104,000** for upgraded trail signage and trail improvements on town-owned protected spaces and trails under the CPA category of **Recreation**.

Needham has over 25 miles of trails in 11 locations throughout the Town that offer opportunities for passive recreation, including hiking, cross-country skiing, biking and access to ponds. Over the years, trail wayfinding signage in many heavily used areas has significantly deteriorated, becoming confusing or non-existent. This project aims to enhance trail use, visibility, safety and user experience by developing and implementing a consistent approach and appearance for trail signage and maps.

In 2005, Town Meeting appropriated \$20,000 in CPA funds for the creation of a Trails Master Plan which was completed in 2008. In May 2021, Town Meeting appropriated \$6,000 in CPA funds to retain consulting firm Tighe & Bond to design a new system of branding for trail signage and standardized trail mapping.

The Conservation Department and Conservation Commission now request funds for the purchase and installation of new aluminum signage, pressure treated signposts, kiosks, and trail improvements such as bridges, bog walks and trail steps. The goal is to upgrade and expand signage on existing trails and trailheads to increase visibility, safety and ease of use by creating uniformity and incorporating new technologies like QR codes on signs.

This project is on the current Capital Improvement Plan and involves at least 7 properties owned by the Town of Needham and controlled by either the Conservation Commission, Park and Recreation Commission, Select Board or the School Committee, all of which have given permission for the project to proceed.

The project will leverage considerable volunteer labor and achieve long-term results with a modest amount of funds. The proposed signage is anticipated to last 20-30 years and requires no maintenance. If the project is recommended for funding and approved by Town Meeting, it is anticipated to be completed by Summer 2025.

The Committee conducted a detailed due diligence review of this project and received information from the applicants concerning, among other things, the project's history, existing conditions, proposed budget and timeline. The CPC received a presentation Deb Anderson, Director of Conservation, and Dave Herer, Chair of the Needham Conservation Commission. The Committee will also hold a Public Hearing regarding FY2026 Grant Applications on March 12, 2025.

[More information regarding FY2026-02 is available here.](#)

**ARTICLE X: APPROPRIATE FOR CHARLES RIVER CENTER
EAST MILITIA HEIGHTS DEVELOPMENT**

CPA application FY2026-03, submitted by the Charles River Center, requests **\$3,500,000** for construction costs associated with the development of 86 new affordable housing units, with approximately 50% of units set aside for individuals with autism and intellectual disabilities, under the CPA category of **Community Housing**.

The Charles River Center (CRC), in partnership with nonprofit housing developer, Planning Office for Urban Affairs (POUA), seeks to redevelop 3.5 acres of land at 59 East Militia Heights Drive which CRC acquired in 2023. CRC intends to create 86 new units of affordable housing for households earning at or below 30% to 80% of Area Median Income.

Approximately half of the units will be available through a closed referral system for people with autism and intellectual/developmental disabilities. CRC will provide comprehensive wrap-around services, with a focus on individuals who require 30 hours or less of weekly staff support. Five of these units will be set aside for CRC staff (earning at or below 80% AMI) who will provide after-hours support to residents. The remaining units will not be restricted to individuals with autism and intellectual/developmental disabilities, but will remain affordable for households earning at or below 30% to 80% of Area Median Income.

The project design envisions a four-building, campus-style housing and education complex with a community center that will provide opportunities for recreation, computer stations, gym facilities, office space, and a walking path around the property. Both the Community Center and walking path will be open to the public. CRC will provide shuttle-bus service for non-drivers, ensuring they can access community resources as needed.

CRC's stated goal is to create an integrated housing model that will address both the affordable housing crisis, and the unmet housing needs of individuals with autism and intellectual and developmental disabilities. There will be an affordable housing deed restriction that will ensure all 86 units will remain affordable in perpetuity. To the extent permitted by the Executive Office of Housing and Livable Communities (EOHLC), CRC will allow for local preference at initial lease up.

CRC intends to pursue a "friendly" Chapter 40(B) comprehensive permit and will require an Order of Conditions from the Needham Conservation Commission due to nearby wetlands. Total development costs are projected to be \$50.1 million. CRC's request for \$3.5 million in CPA funding represents approximately 7% of the total.

If the project is recommended for funding and approved by Town Meeting, CRC anticipates submitting a OneStop pre-application for the EOHLC winter funding round in November 2025. If successful in that winter funding round, CRC projects a financial closing in Q1 2017 and completion of construction in Q2 2028.

The Committee conducted a detailed due diligence review of this project and received information from the applicant concerning, among other things, the project's history, proposed budget,

timeline, sources and uses of funds, funding strategies, and information regarding CRC and its development partner, POUA. The Committee conducted a site visit and received a presentation from Anne-Marie Bajwa, President & CEO of CRC, Bill Grogan, President of POUA and Phil Crean, Project Manager. The Committee will also hold a Public Hearing regarding FY2026 Grant Applications on March 12, 2025.

Additionally, the Committee retained an affordable housing and finance consultant to review this project and provide guidance to the Committee throughout its review process. The consultant reviewed CRC's application, supporting documentation and due diligence responses. She met with POUA's project manager, attended the presentation by CRC and POUA, and provided the Committee with analysis and recommendations regarding the project's funding sources, uses, timeline and feasibility. The consultant's fee is to be paid from the CPC's administrative budget.

[More information regarding FY2026-03 is available here.](#)

ARTICLE X: APPROPRIATE FOR NEEDHAM HOUSING AUTHORITY PRESERVATION OF SEABEDS WAY AND CAPTAIN ROBERT COOK DRIVE

CPA application FY2026-04, submitted by the Needham Housing Authority (NHA), requests **\$9,950,000** for construction costs associated with the preservation and redevelopment of affordable housing units located on Seabeds Way and Captain Robert Cook Drive under the CPA category of **Community Housing**.

The NHA constructed the federally subsidized affordable housing development at Seabeds Way and Captain Robert Cook Drive (Seabeds/Cook) in 1982. Seabeds consists of 46 one-bedroom units within 4 two-story buildings for senior and disabled households. Cook consists of 30 two, three and four-bedroom townhouses across 6 buildings for families. All units serve households earning at or below 80% Area Median Income. Due to insufficient federal funding, the properties are in need of major investment to preserve their physical integrity and affordability. The NHA identified the preservation of Seabeds and Cook as a critical objective of its Preservation and Redevelopment Initiative in 2021. A recently completed a HUD-compliant capital needs assessment rated the overall condition of Cook as "poor" and Seabeds as "fair".

In 2023, Town Meeting appropriated \$241,052 for predevelopment costs associated with this project. The NHA engaged development consultants at the Cambridge Housing Authority (CHA) and architects, Bargmann, Hendrie & Archetype (BH&A), to complete the capital needs assessment, schematic design and construction documents for bidding.

As these units were not acquired or created using CPA funds, the scope of work supported by CPA money must be limited to work that qualifies as preservation of low-income affordable housing. Eligible construction costs associated with preservation will include roof, siding and window replacements; updated and new energy efficient building systems; upgraded fire detection, alarm and suppression systems; balcony repairs; and step flashing to improve water tightness and building envelop integrity.

Total development costs are projected to be \$40.3 million. The NHA's request for \$9.95 million in CPA funding represents approximately 24% of the total.

Relationship between Seabeds/Cook and the Linden Street Redevelopment Project.

In April 2024, the NHA's funding strategy for Seabeds/Cook included repositioning the units from HUD's Section 9 public housing program using a Section 22 "Streamlined Voluntary Conversion". This would have provided enough annual income to achieve the Seabeds/Cook project and cross-subsidize the Linden Street Redevelopment Project (Linden) without the need for Seabeds/Cook to compete with Linden for the highly competitive Low-Income Housing Tax Credits (LIHTC) and tax-exempt bonding financing that Linden requires. Unfortunately, in September 2024 the NHA was notified that due to changes in the Section 22 program, that financing strategy was no longer an option.

Instead, In October 2024, the NHA submitted a Rental Assistance Demonstration (RAD)/Section 18 Blend application to reposition Seabeds/Cook to the Section 8 project-based voucher program. The advantages of this repositioning strategy include the availability of 68 Faircloth Authority units to cross-subsidize financing for Linden. Additionally, Seabeds/Cook will not have to compete with Linden for the LIHTC and tax-exempt bonding financing that Linden requires. However, under the Section 8 program, the NHA must now address 20 years of capital needs at Seabeds/Cook which has resulted in increases to both the scope and cost of the project. Additionally, the cross-subsidy for Linden will only become available when construction of Seabeds/Cook commences. Thus, Seabeds/Cook must advance in order to provide necessary funding for Linden.

Given the cost of this project as the result of the increased scope, the NHA outlined an alternative approach, separating construction of Seabeds/Cook into two phases. Proceeding with construction of the Seabeds units only would result in total development costs of \$20,775,669 and the NHA would seek CPA funds in the amount of \$3,016,882. This approach would free up sufficient Faircloth Authority to cross-subsidize Linden. Proceeding with the Cook units only would result in total development costs of \$22,518,326 and the NHA would seek CPA funds in the amount of \$7,005,273. However, this approach would not provide sufficient Faircloth Authority to fully cross-subsidize Linden. The NHA estimates that a phased approach will result in an additional \$3.8 million in total development costs due to escalation over time and lost economies of scale.

The CPC conducted a detailed due diligence review of this project and received information from the NHA concerning, among other things, the projected budget, timeline, sources and uses of funds, funding strategies, and information regarding the NHA's development partner and consultants. The Committee conducted a site visit and received a presentation from Reginald Foster, NHA Chair, Matthew Zajac, Deputy Director of Planning & Development for CHA and Betsy Collins of Peabody Properties. The Committee will also hold a Public Hearing regarding FY2026 Applications on March 12, 2025.

Additionally, the Committee retained an affordable housing and finance consultant to review this project and to provide guidance to the Committee throughout its review process. The consultant reviewed NHA's application, supporting documentation and due diligence responses. She attended

the presentation made by NHA and CHA and provided the Committee with analysis and recommendations regarding the project's funding sources, uses, timeline and feasibility. The consultant's fee is paid from the CPC's administrative budget.

[More information regarding FY2026-04 is available here.](#)

**ARTICLE X: APPROPRIATE FOR NEEDHAM PARK AND RECREATION
DEPARTMENT: ACTION PARK AND PICKLEBALL COURTS (DESIGN)**

CPA application FY2026-06, submitted by the Needham Park and Recreation Department, requests **\$300,000** for design costs associated with construction of an action sports park and pickleball courts at Claxton Field under the CPA category of **Recreation**.

In October 2022, the Select Board established the Active Recreation Assets Working Group to evaluate existing Town-owned assets and identify unmet needs for active recreation. The working group submitted its recommendations in 2023 and identified an action sports park, pump track, and pickleball courts as possible options for popular, yet unmet active recreation needs. The Town engaged engineering firm CHA Solutions to conduct a feasibility study of Mills, Hillside, Cricket, and Claxton fields as possible locations for these amenities. After conducting site visits, meeting with neighbors and convening a working group, the Park and Recreation Commission and CHA Solutions determined that Claxton Field was the best location, situating the action park and pump track at the quarry and the pickleball courts along Central Avenue across from the transfer station. The Park and Recreation Department now seeks \$300,000 in CPA funds to proceed with the design phase.

If the project is recommended for funding and approved by Town Meeting, the Park and Recreation Department will put the design project out to bid and engage an engineering firm in Summer 2025 to begin working on project scope, design, and cost.

The CPC conducted a detailed due diligence review of this project and received information from the Park and Recreation Department concerning, among other things, the project's history, projected budget, scope, and timeline. The Committee received a presentation from Stacey Mulroy, Director of Park and Recreation, and will hold a Public Hearing regarding FY2026 Applications on March 12, 2025.

[More information about FY2026-06 is available here.](#)

**ARTICLE X: APPROPRIATE FOR NEEDHAM PARK AND RECREATION
DEPARTMENT AND DEPARTMENT OF PUBLIC WORKS: ELIOT SCHOOL
GROUNDS RENOVATION (DESIGN)**

CPA application FY2026-07, submitted jointly by the Needham Park and Recreation Department and Needham Department of Public Works, requests **\$69,960** for design costs associated with the renovation of the Eliot School fields and playground under the CPA category of **Recreation**.

Eliot Elementary School currently serves approximately 450 students. The school was rebuilt in 2003, at which time the field and playground structure were also completed. It has a total of 1.5 acres of outdoor recreational space that is also utilized by the Needham Extended Day Program, Needham Baseball/Softball, Park & Recreation summer camp, and neighborhood families. The Department of Public Works (DPW) and the Park and Recreation Department (Park & Recreation) are requesting design funds to create solutions for the field, playground, basketball court and walkways.

The design project will include an overall assessment of these outdoor recreational spaces. DPW and Park & Recreation would like to connect the walkways around the perimeter, improving and/or securing access at Ardmore Road, Crane Street/Central Avenue and the Sudbury Path/aqueduct trail. With respect to the playground, the engineered wood fiber ground cover is expensive and must be replaced twice a year. It migrates onto the field with storm water and is a constant maintenance issue. They will likely seek to replace it with poured-in-place rubber surfacing that improves accessibility, requires less maintenance and has a longer lifespan.

This project has been on the DPW and Park and Recreation's five-year Athletic Facilities Capitol Plan for an extended period of time. If the project is recommended for funding and approved by Town Meeting, they will enter into a design and engineering contract with one of the Town's on-call engineering firms, facilitate a working group that includes input from the School Department and Eliot School principal, and engage the user groups and neighbors via neighborhood meetings.

The CPC conducted a detailed due diligence review of this project and received information from the Department of Public Works and the Park and Recreation Department concerning, among other things, the project's history, scope, budget and timeline. The Committee received a presentation from Edward Olsen, Superintendent of Parks & Forestry, and Stacey Mulroy, Director of Park and Recreation. The Committee will also hold a Public Hearing regarding FY2026 Applications on March 12, 2025.

[More information regarding FY2026-07 is available here.](#)

CPC USE ONLY:	
Application #:	_____
Eligible:	Y N

**Town of Needham
Community Preservation Committee**

INITIAL ELIGIBILITY PROJECT APPLICATION (FY2026)

Deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak csimchak@needhamma.gov and Lauren Spinney lsinney@needhamma.gov. For more information visit www.needham.gov/CPC.

- | | |
|--|---|
| <p>1. Applicant Name:
Needham History Center & Museum</p> | <p>Submission Date:
22 October 2024</p> |
| <p>2. Applicant Address, Phone Number and Email:

1147 Central Avenue, Needham, MA 02492
781-455-8860
greis@needhamhistory.org</p> <p>Contact Name:
Gloria Greis, Executive Director</p> | <p>3. Purpose (<i>select all that apply</i>)</p> <p>☐ Open Space
☐ Community Housing
☒ Historic Preservation
☐ Recreation</p> |
| <p>3. Project Name: Ongoing Collections Storage Upgrades</p> | |
| <p>4. Project Location/Address:
Needham History Center & Museum, 1147 Central Avenue, Needham, MA 02492</p> | |
| <p>5. Property Ownership (Site Control):
Needham Historical Society, Inc. d/b/a The Needham History Center & Museum</p> | |
| <p>6. Amount Requested:</p> | <p>\$65,000</p> |
| <p>7. Estimated Total Project Cost: (<i>f Different</i>)</p> | <p>\$65,000</p> |
| <p>8. Critical Dates: (<i>If Applicable</i>)
N/A</p> | |

9. Project Summary: *(please provide a brief summary of the project)*

In 2005, when the Needham History Center moved to Central Avenue, the Library gave us discarded shelving. In 2012 and 2018, the CPC granted us funds to rehouse and catalogue our collections in the new facility. Most collections in our main storage room have been moved into archival boxes and catalogued. However, the boxes are too large for the old shelving, and most now rest on the floor. We are requesting funds to upgrade the storage shelving to appropriate scale. We are also requesting to upgrade the dehumidifiers in the basement storage, since these no longer meet the necessary standards.

10. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

The collections of the Needham History Center consist of artifacts and documents that record the history of Needham, that are used to educate its citizens about the town's history, and that use that vital link to our shared past as a context for understanding current issues. The requested grant would aid in the preservation of these collections, and continue to move us closer to our goal of full compliance with the Dept. of the Interior's Standards for the Treatment of Historic Properties.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding)*

This is a grant request to further the *preservation* of the History Center's collections. Subject to prior CPC grant reviews (2012 and 2018), the collections of the Needham History Center have been determined by the Needham Historical Commission to be "*significant in the history, archaeology, architecture, or culture*" of Needham. If this request advances to the next stage, that determination will again be sought from the Commission. The proposed project will also further advance our stated mission to make these collections accessible to all who are interested in learning more about our town and its history.

CPC USE ONLY:

Application #: _____

**Note: This application enables the Community Preservation Committee to review the request to assess eligibility for CPA funding. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.*

CPC USE ONLY:	
Application #:	_____
Eligible:	Y N

**TOWN OF NEEDHAM
COMMUNITY. PRESERVATION COMMITTEE**

**INITIAL ELIGIBILITY PROJECT APPLICATION
FY2026**

The deadline for completed applications is **NOVEMBER 1, 2024**. Submit via email to Cecilia Simchak at csimchak@needhamma.gov and Lauren Spinney at lspinney@needhamma.gov. For more information visit www.needham.gov/CPC.

1. Applicant: **Submission Date:** October 31, 2024
Needham Conservation Department & Commission

2. Applicant's Address, Phone Number, Email:
500 Dedham Ave
Needham, MA 02492
Contact Name:
Debbie Anderson, Director of Conservation
781-455-7550 x248
Andersond@needhamma.gov
Dave Herer, Chair, Conservation Commission
781-953-7222
Dave.herer@comcast.net

3. Purpose (*select all that apply*)

- | | |
|-------------------------------------|------------------------------|
| ☒ | Open Space |
| ☐ | Community Housing |
| ☐ | Historic Preservation |
| ☒ | Recreation |

4. Project Name:
Needham Trail Signage Improvements

5. Project Location/Address:
Various open space properties in Needham, including Ridge Hill, Town Forest, Needham Reservoir, Newman School, Mitchell Woods, Rosemary Lake, Greendale Ave, Sunita Williams School and the Rail Trail.

6. Property Ownership (*Control*):
All properties are owned by the Town of Needham and are controlled by various Town departments including Park and Recreation, Conservation Commission, Select Board and the School Committee.

7. Amount Requested: \$104,000

8. Estimated Total Project Cost: (*If Different*) \$104,000

9. Critical Dates: (If Applicable)

Goal is to begin the project in the spring of 2025 and complete by the end of 2025.

10. Project Summary: (In 100 words or less provide a brief summary of the project)

The Town has numerous protected open spaces with trails that offer opportunities for passive recreation, including hiking, cross-country skiing, biking and access to ponds. However, over the years, trail wayfinding signage in many heavily used areas has significantly deteriorated, becoming confusing or non-existent. This project aims to enhance trail use, visibility, safety and user experience by developing a consistent approach and appearance for trail signage and maps. Project elements include new wayfinding signs at trail heads and intersection, trail markers, entrance signs and kiosks at major properties, and updating Town's trail maps and webpage.

11. Community Need: (In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)

This project aligns with one of the primary objectives of the Needham Trails Master Plan (2008), previously funded by the Community Preservation Committee. The plan aims to:

"Improve trail visibility, access and use. Needham residents currently do not use the trail system to its fullest extent because of low visibility and varying levels of user-friendliness. To encourage increased trail use, which provides health benefits and increases environmental awareness, measures should be taken to promote use of the trail system; make residents aware of trails; and improve the usability of trails by adding signs, kiosks, and providing maps."

11. Eligibility for Funding: (In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).

This project is a capital improvement to improve the functionality of a specific recreational use. Recreation as defined in the CPC Plan, encompasses "the acquisition, creation, preservation, restoration and **rehabilitation** of land for recreational use." The CPA further defines recreational use as, "active or passive recreational use including, but not limited to, the use of land for community gardens, **trails**, [etc.] ..." Also, **rehabilitation** "shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use."

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.

CPC USE ONLY:

Application #: _____

Eligible: Y N

**Town of Needham
Community Preservation Committee**

INITIAL ELIGIBILITY PROJECT APPLICATION (FY2026)

Deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak csimchak@needhamma.gov and Lauren Spinney lspinney@needhamma.gov. For more information visit www.needham.gov/CPC.

- | | |
|--|--|
| <p>1. Applicant Name:
Charles River Center
Planning Office for Urban Affairs, Inc</p> <p>2. Applicant Address, Phone Number and Email:

Charles River Center
59 East Militia Heights Drive
Needham, MA 02492
P: 781-972-1022
E: abajwa@charlesrivercenter.org</p> <p>
Planning Office for Urban Affairs, Inc
10 Post Office Square, Suite 1310
Boston, MA 02109
P: 617-350-8885
E: whg@poua.org; philipc@poua.org</p> <p>Contact Name:
Anne-Marie Bajwa, President & CEO of CRC
William Grogan, President of POUA
Phil Crean, Project Manager</p> | <p>Submission Date: 11/1/2024</p> <p>3. Purpose (<i>select all that apply</i>)

☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation</p> |
|--|--|
- 4. Project Name:** East Militia Heights Development
- 5. Project Location/Address:** 59 East Militia Heights Drive, Needham, MA 02492
- 6. Property Ownership (Site Control):** Site owned fee simple by Charles River Center
- | | |
|--|--------------|
| 7. Amount Requested: | \$3,500,000 |
| 8. Estimated Total Project Cost: (<i>f Different</i>) | \$50,122,908 |

9. Critical Dates: *(If Applicable)*

- Executive Office of Housing and Livable Communities Winter funding round- October 2025 to February 2026
- EOHLC Award- June 2026
- Construction Period- October 2026 to March 2028
- Certificate of Occupancy- April 2028

10. Project Summary: *(please provide a brief summary of the project)*

The Charles River Center (CRC) was established in 1956 to empower and support people with developmental disabilities by offering high-quality, individualized opportunities that foster independence and community inclusion.

Programs that they offer include day, residential, family, and in-home support services. Day services include community-based day support, employment, and day habilitation. Residential services include 32 group homes in 10 communities. Family and in-home support services include respite services, after work programs, in-home behavioral services, vacation programming for school-aged children, educational trainings, family, navigation of services, and individual support and adult family care.

CRC recently partnered with the Planning Office for Urban Affairs (POUA), a nonprofit housing developer and affiliate of the Archdiocese of Boston, on the East Militia Heights Development to create an inclusive and vibrant community that provides an innovative and integrated housing model to address both the affordable housing crisis and the unmet housing needs for individuals with autism and intellectual and developmental disabilities. The project will entail 86-units of housing for households earning at or below 30% to 80% of Area Median Income.

For those units in the project that will be available through a closed referral system for people with autism and intellectual and developmental disabilities, CRC will provide a comprehensive network of support and services such as remote support for monitoring overnight, clinical support including medical, health and safety, college navigation, employment and career exploration, training and job support, adult companion and peer support and transportation services. The CRC units will focus on serving those who need less than 30 hours of staff support.

The project focuses on integrating all the units with the general community. The addition of a community center will provide opportunities for recreation, computer stations, gym facilities, office space, and a walking path around the property open to the public.

When complete, The East Militia Heights Development will provide a creative model of an inclusive community for other cities and towns across the state and beyond.

11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

CPC USE ONLY:

Application #: _____

The proposed project meets two priority categories identified in the Community Preservation Plan. The proposed project supports households with limited income by providing a range of housing opportunities available to 86 households earning at or below 30% AMI to 80% AMI. The project creates special needs housing by providing approximately 43 units set aside for individuals with autism in an integrated setting with supportive services. Special needs housing was also identified as a key strategy for meeting community housing objectives.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding)*

The project is eligible for Community Preservation Act funding as defined by Section 2 of Chapter 44B. Upon completion, the development will provide low- and moderate-income housing to individuals and families up to 80% Area Median Income.

**Note: This application enables the Community Preservation Committee to review the request to assess eligibility for CPA funding. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.*

CPC USE ONLY:

Application #: _____

Eligible: Y N

**TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
INITIAL ELIGIBILITY PROJECT APPLICATION
FY2026**

**AMENDMENT: Combined SBW and CRCD request
Date: February 20, 2025**

The deadline for completed applications is **NOVEMBER 1, 2024**. Submit via email to Cecilia Simchak at csimchak@needhamma.gov and Lauren Spinney at lspinney@needhamma.gov. For more information visit www.needham.gov/CPC.

1. Applicant: Needham Housing Authority

Submission Date: October 31, 2024

2. Applicant's Address, Phone Number, Email:

21 Highland Circle, Suite 10, Needham, MA 02494
(781)-444-3011 x. 212; cgosmon@needhamhousing.org
(339)-222-6187; chair@needhamhousing.org

3. Purpose (*select all that apply*)

- ☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation

Contact Name:

Cheryl Gosmon, Executive Director
Reginald C. Foster, Chair of the Board of Commissioners

4. Project Name: Preservation of Seabeds Way and Captain Robert Cook Drive

5. Project Location/Address:

22-46 Seabeds Way (4 buildings - "SBW")
28-68 Captain Robert Cook Drive (7 buildings - "CRCD")
Needham, MA 02494

Legal Address:

0 Evergreen Road
(Parcel ID: 199/083.0-0011-0000.0)

6. Property Ownership (*Control*): Needham Housing Authority

7. Amount Requested:

\$10,300,000

8. Estimated Total Project Cost: (*If Different*)

\$40,508,444

9. Critical Dates: *(If Applicable)*

- Dec 2024: Completion of Schematic Design
- Feb – July 2025: Construction Documents
- May 2025: Town Meeting Approval of CPA Funding
- Q1 2026: Financial closing and construction start
- Q1 2028: Construction completion

10. Project Summary: *(In 100 words or less provide a brief summary of the project)*

The preservation of SBW and CRCD is a critical objective of NHA's Preservation and Redevelopment Initiative (PRI). The project ensure that the "bricks and mortar" is preserved as low-income affordable housing for the next 20+ years, targeted to address:

- Seabeds Way: 46 one bedroom apartments for senior and disabled households
- Captain Robert Cook Drive: 30 two-, three- and four- bedroom apartments for families

NHA has been working with its development consultants at the Cambridge Housing Authority (CHA) and its architects at Bargmann, Hendrie + Archetype (BH+A) to develop a financing plan and scope of work for the project. NHA submitted an application to HUD in October 2024 to convert the property from federal public housing to the Section 8 program. Preliminary approval was received in December 2024. NHA anticipates that funding sources will include a permanent mortgage and other state funding. Because NHA is going forward with the Linden Street Redevelopment Project, NHA will forgo applying for federal LIHTCs and private activity bonds, so as to not "compete with ourselves" at the upcoming 2024 OneStop funding round kicking off in November, 2024.

The scope of work supported by CPA funds will preserve the property as low-income affordable housing. When this preliminary application was prepared in October 2024, it the total amount of construction costs related to the CPA eligible scope was estimated to be \$5.6M. After 100% completion of the schematic design, completion of the HUD required Capital Needs Assessment, increase reserve set-aside requirement and shortfall of estimated HOME funding for the project, the amount of CPA funding needed has grown to \$10.2M. Eligible construction scope includes:

- Building envelope and site work to preserve the structural integrity of the housing
- Roof, siding and window replacements to assure the water tightness of the housing
- Replacement of dangerous building systems which threaten the housing units
- Installation of hard-wired smoke alarms, sprinklers and other building fire suppression systems

Beyond this scope, the project's other funding sources will bring improvements to the property to increase energy efficiency and resident comfort.

11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

The 2022 Needham Housing Plan identifies the preservation of existing affordable housing as a critical priority because of the severe shortage of deeply affordable housing for individuals and families in Needham. It also documents NHA's PRI as a top development and preservation strategy for the Town to pursue. This project addresses these priority issues because it will preserve SBW and CRCD as a valuable housing resource for low-income families and senior / disabled residents in Needham for the next 20+ years. This is critical to promoting economic diversity in Needham and maintaining the Town's compliance with the Commonwealth's Subsidized Housing Inventory (SHI) thresholds.

This project also meets the goals of the Needham Community Preservation Plan because:

- It addresses an urgent community need by preserving existing deeply affordable units;
- Has broad and strong support from other Town boards, committees and residents;
- FY 2026 CPA funding (\$10.3M) would leverage a substantial amount of non-Needham funds (~\$30.1M) to achieve its objectives.

All numbers are direct cost estimates for construction starting in 2025, based on the 100% Schematic Design (SD) plans that have been completed as of the date of this amended application.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).*

Per the 2023 Needham Community Preservation Plan and the Massachusetts Community Preservation Act (MGL Ch. 44B §5(b)2), CPA funding may be recommended for "...the acquisition, creation, **preservation** and support of **community housing**;... provided, however, that funds expended pursuant to this chapter... shall not be used for maintenance." Community Housing is defined as: "low-and moderate-income housing for individuals and families, including low- or moderate-income senior housing." **(emphasis added)**

In 2013, the Commonwealth's Executive Office of Housing and Livable Communities (EOHLC) issued PHN 2013-14 which states: "While activities classified as 'rehabilitation' are not allowed, **'preservation' work on existing community housing resources is allowed.** In general, work that protects the housing structure (not residents) from future injury, harm or destruction is permitted under CPA."

SBW and CRCD is an affordable housing development for low-income senior and family households with incomes up to 80% AMI in Needham and is thus eligible for CPA funding. Based on a Supplemental Existing Conditions Report and subsequent schematic design process being completed by BH+A, NHA has identified a detailed list of repairs that meet the definition of "preservation" and thus are eligible for CPA funding.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.

CPC USE ONLY:	
Application #:	_____
Eligible:	Y N

**TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
INITIAL ELIGIBILITY PROJECT APPLICATION
FY2026**

AMENDMENT: SBW only request
Date: February 20, 2025

The deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak at csimchak@needhamma.gov and Lauren Spinney at lspinney@needhamma.gov. For more information visit www.needham.gov/CPC.

1. **Applicant:** Needham Housing Authority

2. **Applicant’s Address, Phone Number, Email:**

21 Highland Circle, Suite 10, Needham, MA 02494
(781)-444-3011 x. 212; cgosmon@needhamhousing.org
(339)-222-6187; chair@needhamhousing.org

Contact Name:
Cheryl Gosmon, Executive Director
Reginald C. Foster, Chair of the Board of Commissioners
3. **Purpose** (*select all that apply*)

☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation

4. **Project Name:** Preservation of Seabeds Way

5. **Project Location/Address:**
22-46 Seabeds Way (4 buildings - "SBW")
(Parcel ID: 199/083.0-0011-0000.0)
Needham, MA 02494

Legal Address:
0 Evergreen Road

6. **Property Ownership** (*Control*): Needham Housing Authority

7. **Amount Requested:**

\$3,200,000

8. **Estimated Total Project Cost:** (*If Different*)

\$20,827,594

9. Critical Dates: *(If Applicable)*

- Dec 2024: Completion of Schematic Design
- Feb - July 2025: Construction Documents
- May 2025: Town Meeting Approval of CPA Funding
- Q1 2026: Financial closing and construction start
- Q1 2027: Construction completion

10. Project Summary: *(In 100 words or less provide a brief summary of the project)*

The preservation of SBW and CRCD is a critical objective of NHA's Preservation and Redevelopment Initiative (PRI). The project ensure that the "bricks and mortar" is preserved as low-income affordable housing for the next 20+ years. However the CPC has indicated that there may not be enough CPA funding available to address both properties concurrently, and requested a revised application targeted to address just:

- Seabeds Way: 46 one bedroom apartments for senior and disabled households

NHA has been working with its development consultants at the Cambridge Housing Authority (CHA) and its architects at Bargmann, Hendrie + Archetype (BH+A) to develop a financing plan and scope of work for the project. NHA submitted an application to HUD in October 2024 to convert the property from federal public housing to the Section 8 program. Preliminary approval was received in December 2024. NHA anticipates that funding sources will include a permanent mortgage and other state funding. Because NHA is going forward with the Linden Street Redevelopment Project, NHA **will forgo applying for federal LIHTCs and private activity bonds**, so as to not "compete with ourselves" at the upcoming 2024 OneStop funding round kicking off in November, 2024.

The scope of work supported by CPA funds will preserve the property as low-income affordable housing. The total amount of construction costs related to the CPA eligible scope of a SBW first project is approximately \$3.46M. This includes:

- Building envelope and site work to preserve the structural integrity of the housing
- Roof, siding and window replacements to assure the water tightness of the housing
- Replacement of dangerous building systems which threaten the housing units
- Installation of hard-wired smoke alarms, sprinklers and other building fire suppression systems

Beyond this scope, the project's other funding sources will bring improvements to the property to increase energy efficiency and resident comfort.

11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

The 2022 Needham Housing Plan identifies the preservation of existing affordable housing as a critical priority because of the severe shortage of deeply affordable housing for individuals and

families in Needham. It also documents NHA's PRI as a top development and preservation strategy for the Town to pursue. This project addresses these priority issues because it will preserve SBW as a valuable housing resource for low-income families and senior / disabled residents in Needham for the next 20+ years. This is critical to promoting economic diversity in Needham and maintaining the Town's compliance with the Commonwealth's Subsidized Housing Inventory (SHI) thresholds.

This project also meets the goals of the Needham Community Preservation Plan because:

- It addresses an urgent community need by preserving existing deeply affordable units;
- Has broad and strong support from other Town boards, committees and residents;
- FY 2026 CPA funding (\$3.2M) would leverage a substantial amount of non-Needham funds (~\$17.5M) to achieve its objectives.

All numbers are direct cost estimates for construction starting in 2025, based on the 100% Schematic Design (SD) plans that have been completed as of the date of this amended application.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).*

Per the 2023 Needham Community Preservation Plan and the Massachusetts Community Preservation Act (MGL Ch. 44B §5(b)2), CPA funding may be recommended for "...the acquisition, creation, **preservation** and support of **community housing**... provided, however, that funds expended pursuant to this chapter... shall not be used for maintenance." Community Housing is defined as: "low-and moderate-income housing for individuals and families, including low- or moderate-income senior housing." **(emphasis added)**

In 2013, the Commonwealth's Executive Office of Housing and Livable Communities (EOHLC) issued PHN 2013-14 which states: "While activities classified as 'rehabilitation' are not allowed, **'preservation' work on existing community housing resources is allowed**. In general, work that protects the housing structure (not residents) from future injury, harm or destruction is permitted under CPA."

SBW is an affordable housing development for low-income senior and disabled households with incomes up to 80% AMI in Needham and is thus eligible for CPA funding. Based on a Supplemental Existing Conditions Report and subsequent schematic design process being completed by BH+A, NHA has identified a detailed list of repairs that meet the definition of "preservation" and thus are eligible for CPA funding.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.

CPC USE ONLY:

Application #: _____

Eligible: Y N

**Town of Needham
Community Preservation Committee**

INITIAL ELIGIBILITY PROJECT APPLICATION (FY2026)

Deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak csimchak@needhamma.gov and Lauren Spinney lspinney@needhamma.gov. For more information visit www.needham.gov/CPC.

- | | |
|---|---|
| <p>1. Applicant Name:
Stacey Mulroy</p> | <p>Submission Date:
11/01/2024</p> |
| <p>2. Applicant Address, Phone Number and Email:

178 Rosemary Street
Needham, MA 02494
781.455.7930
smulroy@needhamma.gov</p> <p>Contact Name:
Stacey Mulroy</p> | <p>3. Purpose <i>(select all that apply)</i></p> <p>☐ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation</p> |
| <p>4. Project Name:</p> <ul style="list-style-type: none">• Action Park & Pickleball Courts | |
| <p>5. Project Location/Address:</p> <ul style="list-style-type: none">• Claxton Complex, 1380 Central Avenue, Needham, MA 02494 | |
| <p>6. Property Ownership (Site Control):</p> <ul style="list-style-type: none">• Town of Needham - Park & Recreation Commission | |
| <p>7. Amount Requested:</p> | <p>\$300,000.00</p> |
| <p>8. Estimated Total Project Cost: <i>(f Different)</i></p> | <p>\$3,300,000.00</p> |
| <p>9. Critical Dates: <i>(If Applicable)</i></p> <ul style="list-style-type: none">• Design would begin in July 2025• Application for construction monies would be in FY26• Construction to begin in July 2027 | |

10. Project Summary: *(please provide a brief summary of the project)*

- Over the past few years, the Park & Recreation Commission as well as the Park & Recreation Department has received numerous requests from residents for various amenities to be added to the Town of Needham. Two of the highly requested amenities include an Action Sports Park and dedicated Pickleball Courts. In October 2023, the department put out a bid for a feasibility study that was approved by Town Meeting in May 2023. In July 2023, CHA Solutions, our consultants, began the study to locate the best location for an Action Park and Pickleball Courts. In October 2024, Claxton Field was chosen as the location for these amenities.
- This request is for the design in FY2026 and construction in FY2027 for an Action Sports Park, Pump Track and Pickleball Courts.

11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

- Needham has never had a skate park or a pump track, nor does it have dedicated pickleball courts.
- Throughout the feasibility study for this project, there has been a tremendous outcry from the public about the need for both assets.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding)*

- This project is the request for the restoration of land used for recreational purposes, which is a goal of Needham's Community Preservation Plan. This facility houses a skate park, pump track and up to six (6) pickleball courts.

**Note: This application enables the Community Preservation Committee to review the request to assess eligibility for CPA funding. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.*

CPC USE ONLY:

Application #: _____

Eligible: Y N

**Town of Needham
Community Preservation Committee**

INITIAL ELIGIBILITY PROJECT APPLICATION (FY2026)

Deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak csimchak@needhamma.gov and Lauren Spinney lsinney@needhamma.gov. For more information visit www.needham.gov/CPC.

- | | |
|--|---|
| <p>1. Applicant Name:
Stacey Mulroy</p> | <p>Submission Date:
11/01/2024</p> |
| <p>2. Applicant Address, Phone Number and Email:

178 Rosemary Street
Needham, MA 02494
781.455.7930
smulroy@needhamma.gov</p> <p>Contact Name:
Stacey Mulroy & Ed Olsen</p> | <p>3. Purpose <i>(select all that apply)</i></p> <p>☐ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation</p> |
| <p>4. Project Name:</p> <ul style="list-style-type: none">• Eliot School Grounds Renovation - Design | |
| <p>5. Project Location/Address:</p> <ul style="list-style-type: none">• Eliot School, 135 Wellesley Avenue, Needham, MA 02494 | |
| <p>6. Property Ownership (Site Control):</p> <ul style="list-style-type: none">• Town of Needham – School Committee | |
| <p>7. Amount Requested:</p> | <p>\$69,960</p> |
| <p>8. Estimated Total Project Cost: <i>(if Different)</i></p> | <p>\$69,960</p> |
| <p>9. Critical Dates: <i>(If Applicable)</i></p> <ul style="list-style-type: none">• Design would begin in July 2025• Application for construction monies would be in FY26<ul style="list-style-type: none">• We will be coming back to CPC for construction money only for the playgrounds and the basketball courts, as turf fields are not eligible for CPC funds.• Construction to begin in July 2027 | |

10. Project Summary: *(please provide a brief summary of the project)*

- Eliot School fields are showing signs of age due to poorly draining subsurface materials which impact the health of the turf and make the fields more expensive to maintain. It is on a physically limited site which causes the turf to wear and makes it more difficult to maintain a surface that is appropriate for kids to use. The design would include a transition to a synthetic field. It has been a struggle to maintain a consistent ground cover with the natural turf grass. Due to the smaller size of the Eliot field and the high amount of regular student traffic, switching to synthetic material would be a more economical and durable option that will greatly assist in maintaining a consistent field covering.
- The playground at Eliot is past its useful life and presents maintenance challenges due to the wood fiber migration. There is also a lack of accessible and sensory playground equipment. To benefit from an economy of scale, the field, courts, and playground at Eliot would be designed and constructed simultaneously under this request. The playground would be redesigned with a poured-in-place protection surface that presents fewer maintenance challenges and can be properly contained in the play area, and accessible and interactive sensory playground pieces would be incorporated.

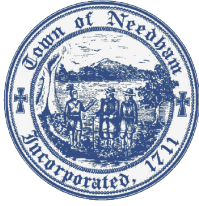
11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

- The amenities at Eliot have outlived their useful life. This project will enhance the usability for the schools, our youth sports groups and the public at large.
- This project will also bring these amenities into ADA compliance, which is overdue.

12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding)*

- This design project is the request for the restoration of land used for recreational purposes, which is a goal of Needham's Community Preservation Plan. This facility houses a renovated field, two playgrounds and a basketball court.

**Note: This application enables the Community Preservation Committee to review the request to assess eligibility for CPA funding. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.*

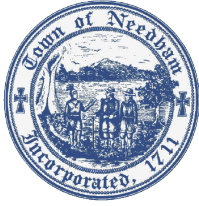


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/25/2025

Agenda Item	Needham Housing Authority Linden Street Redevelopment Project – Release of Restrictions and Agreement Regarding Local Taxes (Item Added)
Presenter(s)	Kate Fitzpatrick, Town Manager Chris Heep, Town Counsel

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager and Town Counsel will discuss with the Board pending actions and documents relative to the Needham Housing Authority's soon-to-be submitted EOHLC funding application. NHA is seeking three documents at this time in connection with its application. Release of Restrictions: The 2024 Annual Town Meeting voted under Article 41 to release the restriction that the NHA property be limited to housing for the elderly. This vote authorized "the Select Board to execute and record any instrument or instruments necessary to eliminate restrictions of record in the title to the property conveyed to the Needham Housing Authority...". As part of this application, the NHA seeks to have these restrictions released in a document that can be recorded with the registry of deeds. Agreement regarding taxes: The NHA seeks an agreement regarding taxes for the Linden Street Redevelopment Project. The prepared agreement provides the Linden Chambers property will not pay local taxes for as long as it is used exclusively for affordable housing. M.G.L. c.121B, §16 provides that housing authorities do not pay real estate tax, and the agreement would extend this exemption to NHA Development Corporation and the two entities that will lease the property from NHA so as long as the property is used exclusively for affordable housing. For reference, the Town has never collected taxes on the Linden Chambers property. CPA Grant Agreement: Since Community Preservation Act funding is part of the overall funding proposal for this project, a Community Preservation Fund Grant Agreement is required as part of the application. The Town Manager is authorized to sign this document.	



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

2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: Move that the Select Board approve and sign the “Release of Restrictions” and the “Agreement Regarding Taxes and Payment in Lieu of Taxes, Linden Street and Chambers Street Properties Needham Housing Authority” to be provided to the Needham Housing Authority in connection with the Linden Street Redevelopment Project.	
3.	BACK UP INFORMATION ATTACHED
a. Release of Restrictions b. PILOT Agreement c. Community Preservation Fund Grant Agreement	

RELEASE OF RESTRICTIONS

By this instrument, the Town of Needham releases certain recorded restrictions affecting the property of the Needham Housing Authority at 0 Linden Street and 5 Chambers Street, Needham, Massachusetts (the “Property”), which restrictions limit use of the Property to housing for the elderly. **This release affects the land of the Needham Housing Authority described in the lot consolidation plan recorded at Norfolk Deeds in Plan Book 730, Page 7.**

WHEREAS the Town of Needham, acting through its Select Board, through a series of recorded deeds and Town Meeting votes, restricted use of the Property to housing for the elderly, and

WHEREAS the Town of Needham, at its 2024 Annual Town Meeting, adopted zoning Article 18, which established an Affordable Housing District, and allowed use of land in that District for affordable housing units, without any language limiting the use to elderly persons only, and

WHEREAS the Town of Needham, at its 2024 Annual Town Meeting, adopted zoning Article 19, which placed all the land owned by the Needham Housing Authority at 0 Linden Street and 5 Chambers Street, Needham, Massachusetts, into the Affordable Housing District, and

WHEREAS the Town of Needham, at its 2024 Town Meeting, adopted non-zoning Article 41, by which it amended its prior votes which limited use of the land conveyed to the Needham Housing Authority to housing for the elderly, and authorized the Needham Select Board to execute and record any instrument or instruments necessary to eliminate restrictions of record in the title to the property conveyed to the Needham Housing Authority under authority of said votes, a copy of which Article 41 is appended to this Release of Restrictions, and

WHEREAS the land owned by the Needham Housing Authority at 0 Linden Street and 5 Chambers Street, Needham (the “Property”) is described in a lot consolidation plan titled “Plan of Land in Needham, MA”, by Hancock Associates, Civil Engineers, Land Surveyors, and Wetland Scientists, dated December 21, 2023, which Plan is recorded at the Norfolk Registry of Deeds in Plan Book 730, Page 7.

The Town of Needham, acting by its Select Board, hereby release all restrictions recorded in its prior votes and deeds at the Norfolk County Registry of Deeds on the property of the Needham Housing Authority at 0 Linden Street and 5 Chambers Street, Needham, Massachusetts, that limit use of said property to housing for the elderly, including but not limited to those restrictions noted in the deed to the Needham Housing Authority dated October 29, 1957, and recorded in Book 3600, Page 519, in the deed to the Needham Housing Authority dated December 20, 1960, and recorded in Book 3871, Page 27, and the deed to the Needham Housing Authority dated May 9, 1967, and recorded in Book 4426, Page 484.

The Town of Needham, acting by its Select Board, hereby otherwise affirm that its prior votes and deeds remain in full force and effect.

Executed as the free act and deed of the Town of Needham on _____, 2025.

By the Needham Select Board

Kevin Keane, Chair

Heidi Frail, Vice Chair

Marianne Cooley

Catherine Dowd

Joshua Levy

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of February, 2025, before me, the undersigned notary public, personally appeared _____

and proved to me through satisfactory evidence of identification, which was personal knowledge to be the person(s) whose name is signed on the preceding or attached document and acknowledged to me that they signed it voluntarily for its stated purpose as a member of the Select Board of the Town of Needham.

Notary Public

My Commission Expires:

**AGREEMENT REGARDING TAXES AND PAYMENT IN LIEU OF TAXES,
LINDEN STREET AND CHAMBERS STREET PROPERTIES
NEEDHAM HOUSING AUTHORITY**

February ___, 2025

This Agreement regarding taxes and payment in lieu of taxes, (the “Agreement”) is entered into by and between the Town of Needham (the “Town”), a municipal corporation located in Norfolk County, Massachusetts, acting by and through its Select Board, the Needham Housing Authority, a public body politic and corporate with a business address of 21 Highland Circle, Suite 10, Needham MA 02494 (the “NHA”), the NHA Development Corporation, a Massachusetts non-profit corporation, with a street address of 21 Highland Circle, Suite 10, Needham, MA 02494 (the “NDC”), Linden Terrace Phase One A LLC and Linden Terrace Phase One B LLC, both with a street address of 536 Granite Street, Braintree MA 02184. The Linden Terrace Phase One A LLC and the Linden Terrace Phase One B LLC are referred to hereinafter as the “Ground Lessees”.

BACKGROUND

Reference is made to the following facts which constitute the background to this Agreement:

A. WHEREAS, the NHA owns a 478,540 square foot tract of land adjacent to Linden Street and Chambers Street in Needham, shown as Lot “A” on a Plan of Land in Needham, MA by Hancock Associates, dated December 1, 2023 and recorded on July 23, 2024 at Norfolk Deeds in Plan Book 730, Page 7, and located on parcels shown on Assessors’ Map No. 133 as Parcels 23 and 24, and on Assessors’ Map 134 as Parcel 41 (collectively, the “Property”), with residential buildings devoted to affordable housing thereon;

B. WHEREAS, the Town conveyed the Property to NHA pursuant to a series of recorded Town Meeting votes and deeds in 1957, 1960, and 1967;

C. WHEREAS, the Town created a new Affordable Housing District, in which the Property is located, by its adoption of Articles 18 and 19 at the Annual Town Meeting in May of 2024, and Article 18 authorized use of the land in the District as “a multi-family housing development of affordable housing units as defined in Section 1.3” of the Needham Zoning By-Law;

D. WHEREAS, the Town, by its unanimous vote at the Special Town Meeting on October 21, 1957, Article No. 5, voted “that the Town authorize the waiver of real estate taxes and Town assessments on said land, and on any buildings thereafter constructed thereon, for the life of such housing project”, and by its vote at the Special Town Meeting on November 14, 1960, voted “that the Town authorize the waiver of real

estate taxes and Town assessments on said land and on any buildings hereafter constructed thereon for the life of such housing project;

E. WHEREAS, all the votes described in subsection B, above, refer to land which comprises all the various parcels within the Property;

F. WHEREAS, the Town has never collected real estate taxes or otherwise assessed any taxes on the Property during the NHA's ownership thereof;

G. WHEREAS, under Chapter 121B, Section 1, NHA is an "operating agency";

H. WHEREAS, under Chapter 121B, Section 11(d), operating agencies may lease or assign real property;

I. WHEREAS, under Chapter 121B, Section 16, property of a housing authority is exempt from taxation, provided that municipalities may enter into payment in lieu of taxes (PILOT) agreements with housing authorities, without any minimum payment requirement, and nothing in Chapter 121B or in Chapter 59 requires a municipality to impose a tax on the leasehold of real estate owned by an operating agency and leased by it for affordable housing beyond any amount which the municipality and the operating agency have agreed to be the payment in lieu of taxes;

J. WHEREAS, under Chapter 121B, Section 23(j), municipalities may do any and all things necessary or convenient to aid and cooperate in the planning and construction of a housing project;

K. WHEREAS, under Chapter 121B, Section 26(k) and subject to the conditions stated therein, the NHA may sell or otherwise dispose of any or all of any existing housing project or part thereof;

L. WHEREAS the NHA Development Corporation, a 501(c)(3) corporation that is wholly owned by the Needham Housing Authority, will hold a purchase option and right of first refusal with respect to acquisition of the Property and all membership interests in the Ground Lessee entities after the conclusion of the Low Income Housing Tax Credit compliance period, as defined in Section 42 of the Internal Revenue Code;

M. WHEREAS, the residential units on the Property are in need of replacement and the NHA and NDC intend to build additional new units on the Property in accordance with Major Project Site Plan Special Permit No. 2024-01 dated November 6, 2024 (the "Linden Street Redevelopment Project");

N. WHEREAS, the Town has evidenced its support for NHA's proposed redevelopment of the Property by its adoption of Article 17 (Appropriate for Predevelopment Linden-Chambers) at the Annual Town Meeting in May of 2022; and

Article 22 (Appropriate for Linden Street Redevelopment) at the Annual Town Meeting in May of 2024;

O. WHEREAS, the NHA has obtained and recorded the aforementioned Major Project Site Plan Special Permit decision from the Needham Planning Board approving its Linden Street Redevelopment Project;

P. WHEREAS, NHA intends to enter into ground lease agreements (the “Ground Leases”) with the Ground Lessees for portions of the Property while maintaining fee simple ownership of the Property land, and to enter into associated and recordable affordable housing restrictions, of which the Town will be a party, as part of its effort to secure funding under the state and federal funding programs for its Linden Street Redevelopment Project.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Town and NHA hereby agree as follows:

1) For so long as (i) the NHA owns the fee simple interest in the land comprising the Property, and (ii) the NHA constructs and operates the Linden Street Redevelopment Project (which may be in combination with the NDC and the Ground Lessees), and (iii) the Property continues to be used exclusively for affordable housing, the NHA, the NDC, and the Ground Lessees, shall be exempt from real estate or personal property taxation, and shall be required to make an annual payment of \$1.00 to the Town as a PILOT. For purposes of this paragraph, “affordable housing” shall mean that the units shall meet the affordability requirements of the respective affordable housing restrictions described in Exhibit 1A and Exhibit 1B, attached hereto.

2) This Agreement shall become effective upon its execution.

3) All notices or requests required or permitted hereunder shall be in writing and addressed, as follows:

If to the Town to:

Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492
Attention: Kate Fitzpatrick, Town Manager
Email: kfitzpatrick@needhamma.gov

with a copy to:

Christopher H. Heep, Esq.
Harrington Heep LLP
40 Grove Street, Suite 190
Wellesley, MA 02482

If to NHA to:

Needham Housing Authority
21 Highland Circle
Needham MA 02494
Attention: Cheryl Gosmon, Executive Director
Email: cgosmon@needhamhousing.org

with copy to:

Jonathan Driscoll, Esq.
Driscoll & Driscoll P. C.
Post Office Box 301457
Boston, MA 02130

If to NDC to:

NHA Development Corporation
c/o Needham Housing Authority
21 Highland Circle
Needham MA 02494
Attention: Reginald C. Foster, President
Email: reginaldcfoster@gmail.com

If to Ground Lessees to:

Linden Terrace Phase One A LLC, or Linden Terrace Phase One B LLC
c/o Affordable Housing Services Collaborative
536 Granite Street
Braintree, MA 02184
Attention: Michael Mattos, President

with copy to:

Nixon Peabody LLC
Exchange Place
53 State Street
Boston, MA 02109
Attn: Julie Stande, Esq.

Each of the Parties shall have the right by notice to the other to designate additional parties to whom copies of notices must be sent, and to designate changes in address. Any notice shall have been deemed duly given if mailed to such address postage prepaid, registered or certified mail, return receipt requested, on the date the same is received or

when delivery is refused, or if delivered to such address by hand or by nationally recognized overnight courier service, fees prepaid, when delivery is received or when delivery is refused, or if transmitted by facsimile or other electronic means with confirmatory original by one of the other methods of delivery herein described, on the date so transmitted by facsimile or other electronic means.

4) Failure by NHA, the NDC, or the Ground Lessees to perform any term or provision of this Agreement shall not constitute a default under this Agreement unless and until NHA, the NDC, and/or Ground Lessees fail to commence to cure, correct or remedy such failure within thirty (30) days of the receipt of written notice of such failure from the Town to NHA, the NDC, and Ground Lessees, and thereafter fails to complete such cure, correction or remedy within sixty (60) days of receipt of such written notice or, with respect to defaults which cannot reasonably be cured, corrected or remedied within such sixty (60) day period, within such additional period of time as is reasonably required to remedy such default, provided that NHA, the NDC, and/or Ground Lessees exercises due diligence in the remedying of such default; provided, however, that if the Ground Lessees provide notice to the Town in advance in accordance with Section 3 above designating their investor limited partner as an additional notice party, the Town shall also provide notice of such default to that investor limited partner of the Ground Lessees.

5) Each Party agrees from time to time, upon not less than twenty one (21) days' prior written request from the other, to execute and deliver a statement in writing certifying that this Agreement is in full force and effect (or if there have been any modifications, setting them forth in reasonable detail), and that there are no uncured defaults of either Party under this Agreement, in form reasonably acceptable to and which may be relied upon by any prospective purchaser, tenant, mortgagee or other party having an interest in the Property. NHA, NDC, and the Ground Lessees, as applicable, shall provide supporting documentation to the Town upon request to demonstrate that the Project meets the affordability level defined in Section 1.

6) Whenever the consent or approval of any party is required under this Agreement, such consent or approval shall not unreasonably be withheld, delayed or conditioned. Such approval shall be deemed given if no written response is received within ten (10) business days of the request for approval having been so delivered; provided, however, that, in the event that the Town Manager or his/her designee provides notice within such ten (10) business day period that additional time is needed for the Town to provide such written response not to exceed twenty (20) additional business days, the requested approval shall not be deemed given if a written response is received as soon as practicable but not later than the expiration of the time specified in such notice.

7) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

8) This Agreement sets forth the entire agreement of the Parties with respect to the subject matter thereto. The failure of any party to strictly enforce the provisions hereof shall not be construed as a waiver of any obligation hereunder. This Agreement may be modified only in a written instrument signed by the parties.

9) This Agreement shall terminate when the conditions set forth in Section 1 cease to be satisfied, after opportunity to cure is provided in accordance with Section 4.

IN WITNESS WHEREOF, the parties have executed this instrument as of the day and year first set forth above.

TOWN OF NEEDHAM:

By: _____
Name:
Title:

NEEDHAM HOUSING AUTHORITY:

By: _____
Name: Cheryl Gosmon
Title: Executive Director

NHA DEVELOPMENT CORPORATION

By: _____
Name: Reginald C. Foster
Title: President

LINDEN TERRACE PHASE ONE A LLC

By: _____
Name: Michael Mattos
Title: Authorized Signatory

LINDEN TERRACE PHASE ONE B LLC

By: _____
Name: Michael Mattos
Title: Authorized Signatory

Exhibit 1A

Format & Terms of the Town Affordable Housing Restriction

Phase 1A Project -- 76 Units

(to be recorded at the time of the construction financing closing for the Phase 1A Project)

NUMBER/SIZE OF UNITS REQUIRED BY	TERM	INCOME CATEGORY				
		HIGH MODERATE INCOME (≤100% AMI)	MODERATE INCOME (≤80% AMI)	LOW INCOME (≤60% AMI)	VERY LOW INCOME (≤50% AMI)	EXTREMELY LOW INCOME (≤30% AMI)
Town of Needham Article 22 - \$5.5 million CPA Funding Grant Affordable Housing Restriction	Perpetuity	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 19 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 10 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 47 1-BR ____ 2-BR ____ 3-BR ____ 4-BR

Notes: As of the date of this Agreement hereof, it is assumed that:

- Town acknowledges that it is likely that application to more than one funding round will be necessary before Phase 1A funding commitments are secured from EOHLC.
- The Phase 1A Project has or is expected to have the benefit of a contract for project-based vouchers under Section 8 of the United States Housing Act of 1937, as amended (the "Section 8 Contract"). The Section 8 Contract will provide rental assistance for the household such that a resident pays the lesser of 30% of their income or \$50/mo for rent. The Very Low Income and Extremely Low income units listed above will all have these project based Section 8 assistance. Some of the existing residents are between 50% and 30% of AMI therefore the use restrictions must accommodate these residents.
- If during the Term of the use Restriction, the Section 8 Contract is not renewed at the end of its term, or is terminated, or otherwise is no longer in full force and effect, the Town will reasonably consider good faith request by the Owner to modify the mix of the units by converting Extremely Low Income Units to Very Low Income Units, Low Income Units or Moderate Income Units

Exhibit 1B

Format & Terms of the Town Affordable Housing Restriction

Phase 1B Project - 60 Units

(to be recorded at the time of the construction financing closing for the Phase 1B Project)

NUMBER/SIZE OF UNITS REQUIRED BY	TERM	INCOME CATEGORY				
		HIGH MODERATE INCOME (≤100% AMI)	MODERATE INCOME (≤80% AMI)	LOW INCOME (≤60% AMI)	VERY LOW INCOME (≤50% AMI)	EXTREMELY LOW INCOME (≤30% AMI)
Town of Needham Article 22 CPA - \$5.5 million CPA Funding Grant Affordable Housing Restriction	Perpetuity	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>17</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>10</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>33</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR

Notes: As of the date of this Agreement hereof, it is assumed that:

- The Phase 1B Project has or is expected to have the benefit of a contract for project-based vouchers under Section 8 of the United States Housing Act of 1937, as amended (the "Section 8 Contract").
- If during the Term of the use Restriction, the Section 8 Contract is not renewed at the end of its term, or is terminated, or otherwise is no longer in full force and effect, the Town will reasonably consider good faith request by the Owner to modify the mix of the units by converting Extremely Low Income Units to Very Low Income Units, Low Income Units or Moderate Income Units.

GRANT AGREEMENT

This Grant Agreement (“Agreement”) is made as of this _____ day of February, 2025, by and between the Needham Housing Authority, with an address of 21 Highland Circle, Suite 10, Needham, Massachusetts 02494 (the “Housing Authority”), NHA Development Corporation, a Massachusetts nonprofit corporation with an address of c/o Needham Housing Authority 21 Highland Circle, Suite 10, Needham MA 02494 (the “Recipient”), and the Town of Needham, Massachusetts (the “Town”) acting through its Town Manager and Community Preservation Committee (the “CPC”), with an address of Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts (collectively, the “Parties”).

RECITALS

WHEREAS, the CPC invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, M.G.L. c. 44B (the “CPA”); and

WHEREAS, in response thereto, the Housing Authority submitted an application (the “Project Application”) to partially fund the construction of the Phase 1A (“Phase 1A”) and Phase 1B (“Phase 1B”) of the Linden Street Redevelopment Project; and

WHEREAS, the CPC reviewed the Project Application and made a recommendation to the May 6, 2024 Annual Town Meeting that the Project be funded in the amount of Five Million Five Hundred Thousand Dollars (\$5,500,000); and

WHEREAS, the May 6, 2024 Annual Town Meeting voted to appropriate the funds recommended by the CPC under Article 22 of the Warrant; and

WHEREAS, the Linden Street Redevelopment Project involves construction of 136 new dwelling units on Housing Authority property located at 0 Linden Street and 5 Chambers Street (Assessors Plan No. 133, Parcels 23 and 24 and Assessors Plan No. 134, Parcel 41) as shown on the plans approved in Master Plan Site Plan Special Permit No. 2024-01 dated November 6, 2024 (the “Project”); and

WHEREAS, Recipient is a nonprofit corporation which is wholly owned by the Housing Authority and has been formed to carry out certain of the Housing Authority’s obligations with respect to the Project including, but not limited to, acting as recipient of the grant funds under this Agreement.

NOW THEREFORE, in consideration of the grant of CPA funds provided for herein and the mutual promises contained herein, the Parties agree as follows:

1. Award. Subject to the terms of this Agreement, the Town agrees to award the Recipient the amount of Five Million, Five Hundred Thousand Dollars (\$5,500,000) acquired through the CPA, for construction of the Project as described in the Project Application materials, as approved under Article 22 of the Warrant for the May 6, 2024 Annual Town

Meeting, and as shown on plans approved in Master Plan Site Plan Special Permit No. 2024-01 and dated November 6, 2024.

2. Project Application. The Project Application submitted by the Housing Authority, as may be adjusted by conditions of the CPC set forth in this Agreement, is incorporated into this Agreement by reference and all representations of the Housing Authority contained therein shall be deemed attributable to and binding upon the Recipient as if made by the Recipient itself.
3. Affordable Housing Restriction. At or before the closing of its financing for each phase of the Project, and before disbursement of any funds associated with this grant award, the Housing Authority and Recipient shall record an affordable housing restriction to be held by the Town that runs with the land in perpetuity and is binding on the Housing Authority and the Recipient and all successors and assigns thereof, which shall be satisfactory both in form and substance to the CPC and Town Counsel, and that secures affordability levels for the Project consistent with those detailed in Exhibit 1A and Exhibit 1B.
4. Recognition of CPA Funding: The Recipient shall place or cause to be placed in a prominent location at the Project, and maintain on site for the life of the Project, a sign or plaque of a minimum 12" x 12" in size stating the Project was funded in part by Community Preservation Funds from the Town of Needham.
5. Term. The closing for all financing for construction of Phase 1A shall occur by September 30, 2027. The Recipient shall provide satisfactory written evidence of the Phase 1A financing closing to the CPC on or before September 30, 2027 or the grant award provided for herein shall expire, unless the CPC in its discretion grants an extension for good cause shown. The Recipient shall arrange to meet with the CPC in advance of September 30, 2027 to provide an update on its financing efforts and timeline and, if applicable, to discuss a request for an extension (which shall be supported in writing in advance of any meeting). In the event this Agreement expires as provided for above, funds awarded under this Agreement will not be disbursed to the Recipient and the CPC may devote said funds to future appropriation(s) to other recipients.
6. Budget, Other Sources of Funding. Prior to each of the Phase 1A financing closing and the Phase 1B financing closing, respectively, Recipient must submit a complete project budget (the "Project Budget") that accounts for (a) the use and expenditure of all funds awarded under this Agreement; and (b) the amount of all other sources of funding necessary to complete the project as described herein. Recipient shall not apply for or expend any grant funds unless the Project Budget has been approved by the CPC and sufficient sources of funding have been secured to complete all work for the applicable phase. If the CPC determines that grant funds have been spent on goods or services not included in the Project Budget or otherwise not authorized under the CPA, the Recipient shall be responsible for returning such funds.

7. Disbursement of Funds. The grant funds shall be released to the Recipient consistent with this section. The Recipient understands and agrees that it may not request payment from the Town for any item not included in the project budget or otherwise not authorized under the CPA or for costs covered by or charged to another funding source. No advance funds will be given to the Recipient. The Town will verify that the conditions of this funding agreement have been met prior to disbursement of any CPA funds.
8. Request for Payment. At any time after the Phase 1A financing closing or the Phase 1B financing closing, as applicable, and following the completion of any portion of the work, the Recipient may make a written request for payment (invoice) to the CPC and to the Town-Financed Community Housing Oversight Committee ("T-CHOC"). The Recipient shall prepare and submit to the CPC and T-CHOC, or a staff liaison designated by the CPC and T-CHOC, in support of all such requests a request for payment on Recipient's official letterhead and include line by line the annexed paid receipts from vendors and listed in the exact same order as the attached paid receipts. Vendor invoices should indicate the percentage of their total contracted work that has been completed. The request must include paid receipts, with a copy of the canceled check or a signed letter from the vendor on official letterhead certifying that the invoice has been paid (the invoice number, name of payor, check number and dollar amount shall be included in the text of the letter). Reimbursement shall be made directly to the Recipient. A copy of the Town's disbursement request form is attached as Exhibit B.
9. Records. The Recipient agrees to maintain such records with respect to utilization of the grant funds and income derived therefrom as are kept in the normal course of such business and such additional records may be required by the CPC. Said records shall be available for inspection by the CPC and/or T-CHOC during the Recipients normal business hours. The CPC and/or T-CHOC shall be entitled to request copies of any record so kept provided said record does not contain proprietary information of the Recipient or tenant information that is confidential pursuant to federal or Massachusetts law, and the Recipient shall provide such copies within five (5) business days after receipt of a written request from the CPC or T-CHOC.
10. Project Liaison. The CPC may designate a Project Liaison for the project being funded by this Agreement. The Project Liaison may be either a municipal employee or a consultant retained by the CPC for that purpose. In addition, the Town has established T-CHOC to monitor Town investments (through grants, loans or otherwise) in the development, creation, rehabilitation, restoration, preservation or support of community housing ("Community Housing Projects") by third parties; to meet regularly to review the progress of Community Housing Projects in which the Town has made an investment; to meet with a developer's project team to review project status, finance update, schedule, and the like; and to provide advice to the CPC, Select Board, Finance Committee and Town Meeting as to the appropriateness of expenditure of Town funds and the advisability of future investment in the project. This Project is within the jurisdiction of T-CHOC. The Recipient shall cooperate with the Project Liaison and T-CHOC, including providing access to the project site at reasonable times and upon reasonable advance notice, meeting upon request and reasonable notice,

and providing information about the Project. The Project Liaison and T-CHOC shall serve as the agent of the CPC for the purpose of monitoring project compliance with the terms of this Agreement and shall periodically report to the CPC and other Town stakeholders regarding the progress of the Project funded by this Agreement and the compliance of the Recipient with the terms of this Agreement.

11. Reporting Requirements:

- a. Quarterly Reports. Every three (3) months until completion of the Project, the Recipient shall provide the CPC and T-CHOC with a written update on the progress made towards completion of the work.
- b. Final Report. Within thirty (30) days of Project completion, the Recipient shall provide the CPC and T-CHOC a final report including digital photo documentation of the Project and final budget showing all funds leveraged.

12. Compliance with Laws and Agreement. Recipient understands and agrees that the Project funded through this Award is made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Agreement.

13. Permits and Licenses. It is the obligation of Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the award of this Grant under this Agreement.

14. No Liability of Town. By making this award, the Town does not accept any liability whatsoever for any acts, omissions or errors associated with the Project. Nothing in this Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Agreement. Recipient agrees to indemnify and defend the Town from all claims, suits or demands, and costs and expenses, including attorney's fees resulting from implementation of the Project.

15. Default and Termination.

- a. If the CPC reasonably determines that the Recipient has failed to fulfill one or more material obligations set forth under the terms of this Agreement and so defaulted in said obligations, the CPC shall so notify the Recipient in writing, setting forth the nature and details of the default (the "Notice of Default").
- b. Upon the Recipient's receipt of the Notice of Default, the Recipient shall immediately cease to incur any additional expenses for which it will seek reimbursement in connection with this Agreement.

c. The CPC shall hold a public hearing within fourteen (14) days of the date of the Recipient's receipt of the notice of default for the purpose of determining whether this Agreement should be terminated. The Recipient shall have the opportunity to present evidence and argument at said termination hearing prior to the CPC voting whether to terminate the Agreement.

d. At the close of the public hearing the CPC shall issue a written decision setting forth in detail its findings that form the basis of its decision. The CPC may:

1. vote to reinstate the Agreement without any further condition; or
2. vote to reinstate the Agreement with additional conditions; or
3. vote to terminate the Agreement.

e. The CPC shall notify the Recipient in writing of the CPC's decision relative to termination of the Agreement.

16. Return of funds.

a. Upon completion of the Project, any funds granted to the Recipient under this Agreement and not utilized on the Project shall be returned forthwith to the Town without further expenditure thereof.

b. In the event this Agreement is terminated pursuant to the provisions of Section 14 hereof, any funds granted to the recipient under this Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof.

c. If this Agreement is terminated as a result of negligent or intentional acts or omissions of the Recipient, the Recipient shall be liable to repay to the Town the entire amount of funding provided under this Agreement, and the Town shall take such steps as are necessary, including legal action, to recover said funds.

d. In the event that a court of competent jurisdiction issues a final, binding, conclusive Judgment that the grant of funds as described by this Agreement violates the law, then the Recipient shall be liable to repay to the Town the entire amount of funding provided under this Agreement, and the Town shall take such steps as are necessary, including legal action, to recover said funds.

e. In the event the Town is required to take legal action under this Agreement, the Recipient shall be liable for all of the Town's costs expended for the enforcement of this Agreement, including but not limited to reasonable attorney's fees and court costs.

17. Notices. Any and all notices, or other communications required or permitted under this agreement, shall be in writing and delivered in hand or mailed by certified mail, return

receipt requested or by other reputable delivery service to the parties hereto at the following addresses:

If to the Recipient: Cheryl Gosman, Executive Director
22 Highland Circle, Suite 10
Needham, MA 02494
cgosman@needhamhousing.org

With copies to: Chair, Needham Housing Authority
22 Highland Circle Suite 10
Needham, MA 02494
chair@needhamhousing.org

With copies to: AHSC Peabody Developer LLC
536 Granite Street
Braintree MA 02184
Attn: Michael J. Mattos
mmattos@ahscinc.org

Julie Hancock Stande, Partner
Nixon Peabody LLP
Exchange Place
53 State Street
Boston MA 02109-2835
jstande@nixonpeabody.com

If to the Town: Town Manager
Kate Fitzpatrick
1471 Highland Avenue
Needham, MA 02492

With copies to: Community Preservation Committee
1471 Highland Avenue
Needham, MA 02492

With copies to: Town-Financed Community Housing Oversight Committee
1471 Highland Avenue
Needham, MA 02492

18. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby.

19. Governing Law. This Agreement and performance hereunder are governed in all respect

by the laws of the Commonwealth of Massachusetts, Any action or proceeding arising hereunder shall be brought in Norfolk Superior Court. The aforementioned choice of venue is intended to be mandatory and not permissive in nature and precludes the possibility of Recipient commencing or prosecuting any litigation against the Town in any court or forum other than that specified in this paragraph. The Parties further agree to waive their rights to a jury trial.

20. Entire Agreement. This Agreement constitutes the entire agreement between the Parties hereto, and may be amended only in writing executed by all Parties. The signatories below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Recipient.

[The remainder of this page is deliberately blank.]

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be duly executed this _____ day of _____, 2025.

HOUSING AUTHORITY:

Needham Housing Authority

By: Cheryl Gosmon
Its: Executive Director

RECIPIENT:

NHA Development Corporation

By: Reginald C. Foster
Its: President and Director

TOWN OF NEEDHAM

**Town of Needham,
Through the Community Preservation Committee**

By: Kate Fitzpatrick
Its: Town Manager

Certification as to the availability of funds:

Town Accountant

Certification as to form:

Town Counsel

Exhibit 1A

Format & Terms of the Town Affordable Housing Restriction

Phase 1A Project -- 76 Units

(to be recorded at the time of the construction financing closing for the Phase 1A Project)

NUMBER/SIZE OF UNITS REQUIRED BY	TERM	INCOME CATEGORY				
		HIGH MODERATE INCOME (≤100% AMI)	MODERATE INCOME (≤80% AMI)	LOW INCOME (≤60% AMI)	VERY LOW INCOME (≤50% AMI)	EXTREMELY LOW INCOME (≤30% AMI)
Town of Needham Article 22 - \$5.5 million CPA Funding Grant Affordable Housing Restriction	Perpetuity	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 19 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 10 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio 47 1-BR ____ 2-BR ____ 3-BR ____ 4-BR

Notes: As of the date of this Agreement hereof, it is assumed that:

- Town acknowledges that it is likely that application to more than one funding round will be necessary before Phase 1A funding commitments are secured from EOHL.
- The Phase 1A Project has or is expected to have the benefit of a contract for project-based vouchers under Section 8 of the United States Housing Act of 1937, as amended (the "Section 8 Contract"). The Section 8 Contract will provide rental assistance for the household such that a resident pays the lesser of 30% of their income or \$50/mo for rent. The Very Low Income and Extremely Low income units listed above will all have these project based Section 8 assistance. Some of the existing residents are between 50% and 30% of AMI therefore the use restrictions must accommodate these residents.
- If during the Term of the use Restriction, the Section 8 Contract is not renewed at the end of its term, or is terminated, or otherwise is no longer in full force and effect, the Town will reasonably consider good faith request by the Owner to modify the mix of the units by converting Extremely Low Income Units to Very Low Income Units, Low Income Units or Moderate Income Units

Exhibit 1B

Format & Terms of the Town Affordable Housing Restriction

Phase 1B Project - 60 Units

(to be recorded at the time of the construction financing closing for the Phase 1B Project)

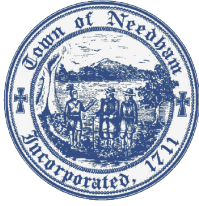
NUMBER/SIZE OF UNITS REQUIRED BY	TERM	INCOME CATEGORY				
		HIGH MODERATE INCOME (≤100% AMI)	MODERATE INCOME (≤80% AMI)	LOW INCOME (≤60% AMI)	VERY LOW INCOME (≤50% AMI)	EXTREMELY LOW INCOME (≤30% AMI)
Town of Needham Article 22 CPA - \$5.5 million CPA Funding Grant Affordable Housing Restriction	Perpetuity	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio ____ 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>17</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>10</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR	____ SRO ____ Studio <u>33</u> 1-BR ____ 2-BR ____ 3-BR ____ 4-BR

Notes: *As of the date of this Agreement hereof, it is assumed that:*

- *The Phase 1B Project has or is expected to have the benefit of a contract for project-based vouchers under Section 8 of the United States Housing Act of 1937, as amended (the “Section 8 Contract”).*
- *If during the Term of the use Restriction, the Section 8 Contract is not renewed at the end of its term, or is terminated, or otherwise is no longer in full force and effect, the Town will reasonably consider good faith request by the Owner to modify the mix of the units by converting Extremely Low Income Units to Very Low Income Units, Low Income Units or Moderate Income Units.*

Exhibit B

Request for Project Disbursement Community Preservation Funding Non-Municipal Agencies					
Project Name					
Project Funding Summary					
Town Meeting Date & Article					
Disbursement Request #		\$0			
1	Appropriation				
2	Disbursements to Date	\$0			
3	Appropriation Balance	\$0			
4	Disbursement Request	\$0			
5	Balance after Disbursement	\$0			
Purpose of Request					
Submitted by					
Name					
Title					
Address					
City		State		Zip Code	
Telephone			Fax		
Email Address					
Certification					
The undersigned certifies under penalties of perjury that the services to be rendered or materials to be received by means of this disbursement are intended for the sole benefit of the funded project.					
Name					
Title					
Signature					
Date					



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

MEETING DATE: 2/25/2025

Agenda Item	Amended Community Benefit Agreement with Sira Naturals, Inc.
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board voted on January 23, 2024 to enter into an amended Community Benefit Agreement with Sira Naturals, Inc. As now required by Massachusetts law, Sira submitted this amended Community Benefit Agreement to the Cannabis Control Commission (“CCC”) for review and approval. In response, the CCC noted that one term of the amended Community Benefit Agreement—the requirement that Sira not challenge the taxability of its property or seek any exemption from such taxes—was inconsistent with new regulations. <u>See</u> 935 CMR 501.180(2)(l)(1)(prohibiting any term in a host community agreement that “discourages any party from bringing a civil cause of action or other legal challenge relative to an HCA or to an individual term or provision of an HCA”). Town Counsel has worked with Sira’s counsel to prepare an amended agreement that addresses CCC’s comment, without making any further changes to the terms that the Board approved in January 2024.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: Move that the Select Board approve and sign the amended Community Benefit Agreement between the Town of Needham and Sira Naturals, Inc.	
3.	BACK UP INFORMATION ATTACHED
a. Memorandum from Town Counsel b. Amended Community Benefit Agreement	

February 19, 2025

Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Re: Amendment of Community Benefit Agreement with Sira Naturals, Inc.

Dear Select Board Members:

As you may recall, the Select Board voted at its January 23, 2024 meeting to approve an amended Community Benefit Agreement with Sira Naturals, Inc. (d/b/a Ayr), which operates a medical marijuana treatment center at 29-37 Franklin Street. The Town and Sira had been party to a Community Benefit Agreement since 2016, but changes to Massachusetts General Law Chapter 94G required the parties to substantially revise the terms of that agreement.¹ Based on those changes to Massachusetts law, the parties entered into the amended agreement that the Select Board voted and signed on January 23, 2024.

In September 2024, the Cannabis Control Commission (“CCC”) notified the Town and Sira that a provision contained in Section 2 of the amended Community Benefit Agreement is noncompliant with current law. Specifically, Section 2 of the Community Benefit Agreement states in part:

At all times during the term of this Agreement, property, both real and personal owned or operated by the Operator shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Operator or by its landlord, and the Operator shall not challenge the taxability of such property and shall not submit an application for any statutory exemption from such taxes, which shall not preclude an application for an abatement by the Landlord. The Operator further agrees to pay such water and sewer use charges as shall be assessed by the municipality, subject to the right of the Operator or the Landlord to dispute such charges as may be provided by law.

(Emphasis added). The CCC’s notice stated that this highlighted language is inconsistent with 935 CMR 501.180(2)(l)(1), which prohibits any contract term that “discourages any party from bringing a civil cause of action or other legal challenge relative to an HCA or to an individual term or provision of an HCA.” In its notice, the CCC gave the Town and Sira the option of submitting a

¹ For a discussion of the changes in Massachusetts law that prompted the amendments approved on January 23, 2024 please see my letter to the Select Board dated January 16, 2024.

revised agreement that addressed this comment. Alternatively, the parties have the option of adopting the CCC's model host community agreement or waiving the requirement of an agreement altogether.

Sira is currently in the process of renewing its license with the CCC, and needs to demonstrate that this item has been addressed. I have spoken with Sira's counsel, and we have jointly prepared a new amended Community Benefit Agreement that removes the relevant language from Section 2. As amended, the new version of Section 2 reads as follows:

At all times during the term of this Agreement, property, both real and personal, owned or operated by the Operator shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Operator or by its landlord. The Operator further agrees to pay such water and sewer use charges as shall be assessed by the municipality, subject to the right of the Operator or the Landlord to dispute such charges as may be provided by law.

Under this new version of Section 2, Sira is no longer prohibited from challenging the taxability of its property. But as noted above, the Town is no longer able to prohibit this through a local host community agreement, so this new amendment to Section 2 is consistent with the Town's authority under state law.

A copy of the amended Community Benefit Agreement is included in your packet. Other than the change to Section 2 discussed above, the remaining terms of this amended agreement are identical to the agreement that the Board voted to approve on January 23, 2024. In order to bring this matter to a conclusion, I recommend that the Select Board vote to approve and sign the amended agreement.

Please let me know if I can provide any additional information or answer any questions.

Sincerely,



Christopher H. Heep

cc: Kate Fitzpatrick, Town Manager

COMMUNITY BENEFIT AGREEMENT (AMENDED)
BETWEEN THE TOWN OF NEEDHAM
AND SIRA NATURALS, INC.

THIS COMMUNITY BENEFIT AGREEMENT (this “Agreement”) is entered into this ____ day of _____, 2025 by and between the TOWN OF NEEDHAM, a Massachusetts municipal corporation with a principal address of 1471 Highland Avenue, Needham, MA 02492 (the “Town”), and Sira Naturals, Inc., and doing business as Ayr (the “Operator”) formerly known as Sage Cannabis, Inc., a Massachusetts corporation with a principal address of 9 Industrial Road, Milford, MA 01757;

WHEREAS, the Operator is a duly licensed Medical Marijuana Treatment Center (“MTC”), located at 29-37 Franklin Street, Needham (the “Facility”) in accordance with regulations issued by the Massachusetts Cannabis Control Commission (the “Commission”);

WHEREAS, the Operator commenced operations at the Facility on January 31, 2018 (the “Commencement Date”); and

WHEREAS, the Town and the Operator are parties to the Community Benefit Agreement dated June 14, 2016, and amended on September 28, 2021, (the “CBA”); and

WHEREAS, the Parties wish to enter into a further agreement to bring the CBA Annual Payment contributions (hereinafter the “Community Impact Fees”) in conformity with updates to applicable law, M.G.L. c. 94G and 94I, as amended by Chapter 180 of the Acts of 2022, and 935 CMR 501.180.

NOW THEREFORE, in consideration of the provisions of this Agreement, the Parties agree as follows:

1. Community Impact Fee

(a) The Town shall annually transmit to Operator an invoice for any costs it has incurred that are reasonably related to the operation of the Facility (the “Community Impact Fee”). The Town shall transmit any such invoice no later than 1 month after the anniversary of the date the Operator received final licensure from the Commission, which anniversary date is January 31, 2018. All one-year invoice periods shall be consistent with the anniversary of the Operator’s final license date. Each or any cost shall be documented in an itemized invoice consistent with the form and manner determined by the Commission. Notwithstanding the foregoing, the Town may elect not to charge a Community Impact Fee in any particular year.

(b) The Community Impact Fee shall not include any additional payments or obligations, including, but not limited to: monetary payments, in-kind contributions, and charitable contributions by the Operator to the Town or any other organization, and shall not amount to more than 3 per cent of the gross sales of the Facility located in the Town. Nothing in this section shall preclude the Operator from voluntarily providing organizations with monetary payments, in-kind contributions, and charitable contributions after the execution of the Agreement; provided, however, that it shall not include a promise to the Town to make a future monetary payment, in-kind contribution, or charitable contribution, and that any such voluntary payments shall not count against the maximum 3 per cent threshold noted above.

(c) The Operator shall submit the Town's invoice of claimed Community Impact Fees and any supporting documentation, if applicable, to the Commission within 30 days of receipt. The Operator shall pay any undisputed Community Impact Fee no later than the end of the current fiscal year or within 90 days of the date of the Commission's Community Impact Fee certification, whichever is later. To the extent Operator disputes any portion of a Community Impact Fee certified by the Commission, it may pursue remedies as provided for in the Commission's regulations, 935 CMR 501.180(4)(c)4.

(d) No agreement to make Community Impact Fee payments for purposes of this section shall be effective after the Facility's eighth year of operation, which the parties agree began on January 31, 2018 and shall conclude on January 31, 2026, except to the extent that the invoicing, certification, payment and/or dispute resolution related to Community Impact Fees for the eighth year of operation result in the fee becoming payable in the ninth year or thereafter.

(e) No provision under this agreement shall prevent the Town from electing to waive the host community agreement requirement at any time as provided by law.

2. Generally Occurring Fees

At all times during the term of this Agreement, property, both real and personal, owned or operated by the Operator shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Operator or by its landlord. The Operator further agrees to pay such water and sewer use charges as shall be assessed by the municipality, subject to the right of the Operator or the Landlord to dispute such charges as may be provided by law.

3. Sales Taxes

The Town reserves the right to collect sales taxes, or similar transactional taxes, from the Operator, in the event that such collections are authorized by law during the term of this Agreement. The payment of any such taxes described in this Section shall be in addition to the payments made by the Operator under Section 1 of this Agreement.

4. Security & Operations

(a) The Operator shall maintain a cooperative relationship with the Needham Police Department, including but not limited to attending periodic meetings to review operational concerns, cooperation in investigations, and communication to the Needham Police Department of any suspicious activities at or in the Facility location. In addition, the Operator will make the same video feeds and records that are available to the Commission available to the Needham Police Department. The Operator agrees to monitor security at the premises and schedule one security personnel during posted hours of operation.

(b) Pursuant to Commission regulations concerning Patient Allotment, the Operator agrees to limit daily sales to no more than the Registered Qualified Patients 60-day supply as prescribed by a Certifying Healthcare Provider.

7. Term and Termination

(a) This Amended Agreement shall take effect upon execution by the Parties. This Amended Agreement shall continue in effect for so long as Operator operates the Facility or any similar Facility within the Town, provided that Operator's obligation to make payment of the Town's documented costs reasonably related to operation of the Facility pursuant to Section I shall expire upon payment (or non-collection) of any such costs incurred during the Facility's eighth year of operation.

(b) For determination of the above eight-year term, the parties agree that the date of commencement of operation at the Needham facility is January 31, 2018 and that its eighth year of operation will conclude on January 31, 2026.

(c) At the conclusion of the term of this Agreement, the parties may elect to renegotiate a new Host Community Agreement in accordance with the current prevailing regulations and laws as such regulations and laws may be amended or replaced, or, the Town may elect to waive the Host Community requirement and shall submit to the Commission a written waiver executed by the Town and the Operator in accordance with M. G. L. c. 94G, § 3(d)(4).

(d) In the event Operator no longer does business in the Town or in any way loses or has its license revoked by the Commonwealth, this Agreement shall become null and void.

8. Registration Contingency

The obligations of the Operator and the Town recited herein are specifically contingent upon the Operator's maintaining the minimum requirements for state licensure by the Commission and the Operator's receipt of any and all necessary local approvals to locate, occupy, and operate an MTC dispensing facility in the Town.

9. Compliance with Legal Requirements

The Operator shall comply with all laws, rules, regulations and orders applicable to the operation of an MTC, including the bylaws and regulations of the Town, provided they are not unreasonably impracticable within the meaning of applicable regulations, and are not in conflict with Chapter 94G, or regulations made pursuant to Chapter 94G, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the operation of an MTC. This Agreement does not affect, limit, or control the authority of Town boards, commissions, and departments to carry out their respective powers and duties to decide upon and to issue, or deny, applicable permits and other approvals under the statutes and regulations of the Commonwealth, the General and Zoning By-laws of the Town, or applicable regulations of those boards, commissions, and departments, or to enforce said statutes, By-laws, and regulations. The Town, by entering into this Agreement, is not thereby required or obligated to issue such permits and approvals as may be necessary for the MTC dispensing facility to operate in the Town, or to refrain from enforcement action against the Operator and/or its MTC dispensing facility for violation of the terms of said permits and approvals or said statutes, By-laws, and regulations

10. Recreational Use of Marijuana Waiver Provision

By signing this Agreement, Operator hereby agrees to waive any rights it has or may have in the future to sell adult-use marijuana in the Town of Needham without first obtaining approval from the Town of Needham Board of Selectmen (the "Board").

11. Notices

Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service, or if sent by private overnight or other delivery service, when deposited with such delivery service.

For the Town:

Town Manager
1471 Highland Avenue
Needham, MA 02492

For the Operator:

Alycia DeAngelis
Sira Naturals, Inc. d/b/a Ayr
9 Industrial Road
Milford, MA 01757

12. Binding Effect

This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Operator shall assign or transfer any interest in the Agreement without the written consent of the other.

13. Waiver

The obligations and conditions set forth in this Agreement may be waived only by means of a written document signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

14. Amendment

This Agreement may only be amended by a written document duly executed by both of the Parties. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the Town and the Operator.

15. Headings

The article, section, and paragraph headings in this Agreement are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

16. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained in this Agreement.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflicts of laws provisions thereof.

18. Entire Agreement

This Agreement, including all documents incorporated by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

19. Counterparts

This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

IN WITNESS WHEREOF, the Parties to this Agreement have hereunto set their hands and seals on this _____ day of _____, 2025.

TOWN OF NEEDHAM

Select Board

Kevin Keane, Chair

Heidi Frail, Vice Chair

Marianne Cooley

Catherine Dowd

Joshua Levy

OPERATOR

David Rosenberg

David S. Rosenberg, President
Sira Naturals, Inc. d/b/a Ayr
Duly Authorized

Sira Needham final version 2-11-25 Amended Community Benefit Agreement - Amendment #1

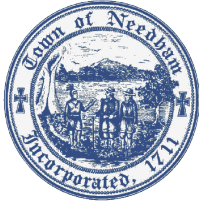
Final Audit Report

2025-02-15

Created:	2025-02-15
By:	Alycia DeAngelis (alycia.deangelis@ayrwellness.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAD_FD1TgjIFv2ucPik_jD2hpuBrTOAMiZ

"Sira Needham final version 2-11-25 Amended Community Benefit Agreement - Amendment #1" History

-  Document created by Alycia DeAngelis (alycia.deangelis@ayrwellness.com)
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-  Document emailed to David Rosenberg (drosenberg@dsmotorgroup.com) for signature
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-  Email viewed by David Rosenberg (drosenberg@dsmotorgroup.com)
2025-02-15 - 8:05:16 PM GMT
-  Document e-signed by David Rosenberg (drosenberg@dsmotorgroup.com)
Signature Date: 2025-02-15 - 8:05:36 PM GMT - Time Source: server
-  Agreement completed.
2025-02-15 - 8:05:36 PM GMT



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

MEETING DATE: 2/25/2025

Agenda Item	Preliminary Discussion of May 12, 2025 Special Town Meeting Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on the preliminary articles under consideration for the May 12, 2025 Special Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Preliminary List of Warrant Articles, 5/12/2025 Special Town Meeting	

May 12, 2025 Special Town Meeting
Preliminary List of Warrant Articles
Current as of 2/19/2025

Financial Articles

Appropriate for PEG Funding
Appropriate for Road Improvements (Children's Hospital)
Amend General Bylaw – Sustainability Revolving Fund

General Articles

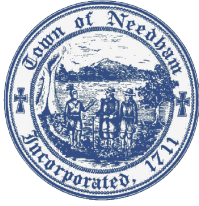
Adopt MGL: Veterans Tax Work-off
Adopt MGL: Senior Tax Work-off
Adopt MGL: Affordable Housing Property Tax Exemptions
Rescind MGL Saturday Town Hall Hours
Amend General Bylaw – Skip the Stuff (pending public hearing input)
Amend General Bylaw – Black Plastics (pending public hearing input)

Reserve Articles

Appropriate to the Capital Equipment Fund
Appropriate to the Athletic Facility Improvement Fund

Zoning Articles

Amend Zoning Bylaw - Flood Plain



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

MEETING DATE: 2/25/2025

Agenda Item	2025 Annual Town Meeting Warrant Update
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on updates to the 2025 Annual Town Meeting Warrant.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. 2025 Annual Town Meeting Warrant Draft 2/21/2025	

TOWN OF NEEDHAM



2025 ANNUAL TOWN MEETING WARRANT

ELECTION: TUESDAY, APRIL 8, 2025

BUSINESS MEETING: MONDAY, MAY 5, 2025

7:30 P.M.

JAMES HUGH POWERS HALL

NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 2.25.2025

Additional information on Warrant articles will be made available at www.needhamma.gov/townmeeting during the weeks leading up to the Annual Town Meeting.

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2025
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Center at the Heights, 300 Hillside Avenue
Precinct B	-	Center at the Heights, 300 Hillside Avenue
Precinct C	-	Newman School, 1155 Central Avenue, Gym
Precinct D	-	Newman School, 1155 Central Avenue, Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Avenue, Powers Hall
Precinct J	-	Town Hall, 1471 Highland Avenue, Powers Hall

on TUESDAY, THE EIGHTH DAY OF APRIL 2025

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz.:

ARTICLE X: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Select Board Member for a term of three years;
Three School Committee Members for a term of three years;
One Moderator for a term of three years;
One Town Clerk for a term of three years;
Two Park and Recreation Commissioners for a term of three years;
One Assessor for a term of three years;
One Commissioner of Trust Funds for a term of three years;
Two Needham Public Library Trustees for a term of 3 years;
Two Memorial Park Trustees:
 One Veteran for a term of three years;
 One Non-Veteran for a term of three years;
Two Board of Health Members for a term of three years;
One Planning Board Member for a term of five years; and
One Needham Housing Authority Member for a term of five years
Eight Town Meeting Members for Precinct A for a term of three years
Eight Town Meeting Members for Precinct B for a term of three years
Eight Town Meeting Members for Precinct C for a term of three years
Eight Town Meeting Members for Precinct D for a term of three years

Eight Town Meeting Members for Precinct E for a term of three years
Eight Town Meeting Members for Precinct F for a term of three years
Eight Town Meeting Members for Precinct G for a term of three years
Eight Town Meeting Members for Precinct H for a term of three years
Two Town Meeting Members for Precinct H for a term of one year
Eight Town Meeting Members for Precinct I for a term of three years
One Town Meeting Member for Precinct I for a term of one year
Eight Town Meeting Members for Precinct J for a term of three years

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in Powers Hall on Monday, May 5, 2025 at seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz.:

**Warrant for the Annual Town Meeting
Monday, May 5, 2025 at 7:30 p.m. at Needham Town Hall**

ARTICLE X: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCES ARTICLES

ARTICLE X: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2025, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	[\$Amount]
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

INSERTED BY: Human Resources Advisory Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The annual stipends for the members of the Select Board have remained unchanged since 1977.

ARTICLE X: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum

necessary to fund the cost items contained in the agreement for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

HUMAN RESOURCES ADVISORY BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE
SUPERIOR OFFICERS ASSOCIATION**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement for fiscal year 2026; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

HUMAN RESOURCES ADVISORY BOARD RECOMMENDS THAT:

Article Information:

FINANCE ARTICLES

ARTICLE X: APPROPRIATE FOR CLASSIFICATION AND COMPENSATION STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$120,000 for the purpose of conducting a classification and compensation study for municipal personnel, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

**ARTICLE X APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE
PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the “Voluntary Tax Relief Program” authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$11,730 in FY2024.

ARTICLE X: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$500,000 be transferred from Free Cash and \$500,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE X: APPROPRIATE FOR FORESTRY MANAGEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$222,600 for the purpose of funding a forestry management program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR CLIMATE ACTION PROGRAM INITIATIVES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$250,000 for climate action program initiatives, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FINANCIAL APPLICATIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,999,995 for the purpose of updating the Town's financial applications, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,423,170 be transferred from Free Cash and \$576,825 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR OPIOID PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$108,783 for the purpose of funding a Peer Recovery Coach, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Opioid Settlement Stabilization Fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY2026 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$4,245,792, from Overlay Surplus in the amount of \$350,000, from Amounts Reserved for Debt Exclusion Offsets in the amount of \$21,723, and \$1,362,957 to be raised from CPA Receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted as shown on pages ##-##.

ARTICLE X: APPROPRIATE THE FY2026 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2026, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2026**

Line #	Description	FY2024		FY2025		FY2026	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
201A	Salary & Wages	\$1,130,463	11.0	\$1,218,870	11.0	\$1,275,049	11.0
201B	Expenses	\$478,008		\$866,539		\$904,663	
201C	Capital Outlay	\$0		\$96,000		\$134,000	
201D	MWRA Assessment	\$7,084,841		\$7,445,411		\$7,445,411	
201E	Debt Service	\$493,424		\$670,000		\$700,000	
202	Reserve Fund	Transfers Only		\$35,000		\$35,000	
TOTAL		\$9,186,736	11.0	\$10,331,820	11.0	\$10,494,123	11.0
FY2026 Budget Percentage Change from FY2025 Budget						1.6%	

and to meet this appropriation that [Amount] be raised from Sewer Enterprise Fund receipts, \$881,784 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and [amount] be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE THE FY2026 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2026, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2026**

Line #	Description	FY2024		FY2025		FY2026	
		Expended	FTE	Current Budget	FTE	Recommended	FTE
301A	Salary & Wages	\$1,350,580	17.0	\$1,672,073	17.0	\$1,771,597	17.0
301B	Expenses	\$1,416,885		\$1,689,997		\$1,704,771	
301C	Capital Outlay	\$40,000		\$57,100		\$46,984	
301D	MWRA Assessment	\$1,887,130		\$1,212,985		\$1,212,985	
301E	Debt Service	\$1,249,009		\$1,460,000		\$1,550,000	
302	Reserve Fund	Transfers Only		\$75,000		\$75,000	
TOTAL		\$5,943,603	17.0	\$6,167,155	17.0	\$6,361,337	17.0
FY2026 Budget Percentage Change from FY2025 Budget						3.1%	

and to meet this appropriation that [amount] be raised from Water Enterprise Fund receipts and [amount] be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2026 beginning on July 1, 2025 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2025 Spending Limit	FY2026 Spending Limit
Public Facility Use	Public Works Department	\$250,000	\$250,000
Tree Replacement	Public Works Department	\$25,000	\$25,000
School Transportation	School Committee	\$819,000	\$819,000
Home Composting	Public Works Department	\$3,000	\$3,000
Water Conservation	Public Works Department	\$10,000	\$10,000
Immunization Program	Health and Human Services Department	\$125,000	\$150,000
Traveling Meals	Health and Human Services Department	\$100,000	\$100,000
Needham Transportation Program	Health and Human Services Department	\$10,000	\$10,000

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2025 Spending Limit	FY2026 Spending Limit
Aging Services Programs	Health and Human Services Department	\$75,000	\$100,000
Youth Services Programs	Health and Human Services Department	\$5,000	\$5,000
Memorial Park Activities	Memorial Park Trustees	\$4,100	\$4,100

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with M.G.L Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting. There are no proposed changes to current annual spending limits.

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter, or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided, or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for FY2026 is [amount]. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards infrastructure projects, such as the Marked Tree Road reconstruction project and Central Avenue at Great Plain Avenue intersection improvements.

ZONING/LAND USE ARTICLES

ARTICLE X: AMEND ZONING BY-LAW – MULTI-FAMILY OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. By amending Section 1.3, Definitions by adding the following terms:

Applicant – A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

2. By amending Section 2.1, Classes of Districts by adding the following after ASOD Avery Square Overlay District:

MFOD – Multi-family Overlay District

3. By inserting a new Section 3.17 Multi-family Overlay District:

3.17 Multi-family Overlay District

3.17.1 Purposes of District

The purposes of the Multi-family Overlay District include, but are not limited to, the following:

- (a) Providing Multi-family housing in Needham, consistent with the requirements of M.G.L. Chapter 40A (the Zoning Act), Section 3A;
- (b) Supporting vibrant neighborhoods by encouraging Multi-family housing within a half-mile of a Massachusetts Bay Transit Authority (MBTA) commuter rail station; and
- (c) Establishing controls which will facilitate responsible development and minimize potential adverse impacts upon nearby residential and other properties.

Toward these ends, Multi-family housing in the Multi-family Overlay District is permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district(s) provided that such development complies with the requirements of this Section 3.17.

3.17.2 Scope of Authority

In the Multi-family Overlay District, all requirements of the underlying district shall remain in effect except where the provisions of Section 3.17 provide an alternative to such requirements, in which case these provisions shall supersede. If an Applicant elects to develop Multi-family housing in accordance with Section 3.17, the provisions of the Multi-family Overlay District shall apply to such development. Notwithstanding anything contained herein to the contrary, where the provisions of the underlying district are in conflict or inconsistent with the provisions of the Multi-family Overlay District, the terms of the Multi-family Overlay District shall apply.

If the applicant elects to proceed under the zoning provisions of the underlying district (meaning the applicable zoning absent any zoning overlay) or another overlay district, as applicable, the zoning

bylaws applicable in such district shall control and the provisions of the Multi-family Overlay District shall not apply.

3.17.2.1 Subdistricts

The Multi-family Overlay District contains the following sub-districts, all of which are shown on the MFOB Boundary Map and indicated by the name of the sub-district:

- (a) A-1
- (b) B
- (c) ASB-MF
- (d) CSB
- (e) HAB
- (f) IND

3.17.3 Definitions

For purposes of this Section 3.17, the following definitions shall apply.

Affordable housing – Housing that contains one or more Affordable Housing Units as defined by Section 1.3 of this By-Law. Where applicable, Affordable Housing shall include Workforce Housing Units, as defined in this Subsection 3.17.3 Definitions.

As of right – Development that may proceed under the zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

Compliance Guidelines – *Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act* as further revised or amended from time to time.

EOHLC – The Massachusetts Executive Office of Housing and Livable Communities, or EOHLC's successor agency.

Multi-family housing – A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building and that complies with the requirements of M.G.L. c.40A, §3A and the rules and requirements thereunder.

Open space – Contiguous undeveloped land within a parcel boundary.

Parking, structured – A structure in which parking spaces are accommodated on multiple stories; a parking space area that is underneath all or part of any story of a structure; or a parking space area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured parking does not include surface parking or carports, including solar carports.

Parking, surface – One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.

Residential dwelling unit – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Section 3A – Section 3A of the Zoning Act.

Site plan review authority – The Town of Needham Planning Board.

Special permit granting authority – The Town of Needham Planning Board.

Sub-district – An area within the MFOD that is geographically smaller than the MFOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

Subsidized Housing Inventory (SHI) – A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low- or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

Workforce housing unit – Affordable Housing Unit as defined by Section 1.3 of this By-Law but said Workforce Housing Unit shall be affordable to a household with an income of between eighty (80) percent and 120 percent of the area median income as defined.

3.17.4 Use Regulations

3.17.4.1 Permitted Uses

The following uses are permitted in the Multi-family Overlay District as a matter of right:

- (a) Multi-family housing.

3.17.4.2 Accessory Uses

The following uses are considered accessory as of right to any of the permitted uses in Subsection 3.17.4.1:

- (a) Parking, including surface parking and structured parking on the same lot as the principal use.
- (b) Any uses customarily and ordinarily incident to Multi-family housing, including, without limitation, residential amenities such as bike storage/parking, a swimming pool, fitness facilities and similar amenity uses.

3.17.5 Dimensional Regulations

3.17.5.1 Lot Area, Frontage and Setback Requirements

The following lot area, frontage and setback requirements shall apply in the Multi-family Overlay District sub-districts listed below. Buildings developed under the regulations of the Multi-family Overlay District shall not be further subject to the maximum lot area, frontage, and setback requirements of the underlying districts, as contained in Subsection 4.3.1 Table of Regulations, Subsection 4.4.1 Minimum Lot Area and Frontage, Subsection 4.4.4 Front Setback, Subsection 4.6.1 Basic Requirements, and Subsection 4.6.2 Front and Side Setbacks.

	A-1	B	ASB-MF	CSB	HAB	IND
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Minimum Lot Area (square feet)	20,000	10,000	10,000	10,000	10,000	10,000
Minimum Lot Frontage (feet)	120	80	80	80	80	80
Minimum Front Setback (feet) from the front property line	25	10	Minimum 10 Maximum 15 ^e	20 feet for buildings with frontage on Chestnut Street 10 feet for all other buildings	20	25
Minimum Side and Rear Setback (feet)	20	10 ^{a, b}	10 ^{a, c}	20 (side) ^{a, b, d}	20 ^{a, b}	20 ^{a, b}

- (a) The requirement of an additional 50-foot side or rear setback from a residential district as described in Subsection 4.4.8 Side and Rear Setbacks Adjoining Residential Districts or Subsection 4.6.5 Side and Rear Setbacks Adjoining Residential Districts shall not apply.
- (b) Any surface parking, within such setback, shall be set back 10 feet from an abutting residential district and such buffer shall be suitably landscaped.
- (c) The rear and side setbacks are 20 feet along the MBTA right-of-way. With respect to any lot partially within an underlying residential district, (i) no building or structure for a multi-family residential use shall be placed or constructed within 110 feet of the lot line of an abutting lot containing an existing single family residential structure and (ii) except for access driveways and sidewalks, which are permitted, any portion of the lot within said residential district shall be kept open with landscaped areas, hardscaped areas, outdoor recreation areas (e.g., swimming pool) and/or similar open areas.
- (d) On the west side of Chestnut Street, the rear setback shall be 20 feet. On the east side of Chestnut Street, the rear setback shall be 30 feet.
- (e) Seventy percent (70%) of the main datum line of the front facade of the building shall be set back no more than 15 feet, except that periodic front setbacks greater than fifteen (15) feet are allowed if activated by courtyards, landscaping, drive aisles, amenity areas, or other similar site design features that enhance the streetscape. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board if less than seventy percent (70%) of the main datum line front facade of the building is set back 15 feet.

3.17.5.2 Building Height Requirements

The maximum building height in the Multi-family Overlay District sub-districts shall be as shown below. Buildings developed under the Multi-family Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Subsection 4.3.1 Table of Regulations, Subsection 4.4.2 Maximum Building Bulk, Subsection 4.4.3 Height Limitation, Subsection 4.6.1 Basic Requirements, and Subsection 4.6.4 Height Limitation.

	A-1	B	ASB-MF	CSB	HAB	IND
Maximum Building Height (stories)	3.0	3.0	3.0 ^c	3.0	3.0	3.0
Maximum Building Height (ft) ^{a,b}	40	40	40 ^c	40	40	40

- (a) Exceptions. The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, stair overruns, elevator overruns, mechanical equipment, roof parapets, architectural screening, or other ornamental features of buildings, which features (i) are in no way used for living purposes; (ii) do not occupy more than 25% of the gross floor area of the building and (iii) do not project more than 15 feet above the maximum allowable height.
- (b) Exceptions: Renewable Energy Installations. The Site Plan Review Authority may waive the height and setbacks in Subsection 3.17.5.2 Building Height Requirements and Subsection 3.17.5.1 Lot Area, Frontage and Setback Requirements to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall be appropriately screened, consistent with the requirements of the underlying district; shall not create a significant detriment to abutters in terms of noise or shadow; and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.
- (c) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for a height of four stories and 50 feet, provided that the fourth story along Highland Avenue and West Street incorporates one or more of the following design elements: (i) a pitched roof having a maximum roof pitch of 45 degrees; (ii) a fourth story recessed from the face of the building by a minimum of 12 feet; and/or (iii) such other architectural design elements proposed by the Applicant and approved by the Planning Board during the Special Permit process.

3.17.5.3 Building Bulk and Other Requirements

The maximum floor area ratio or building coverage and the maximum number of dwelling units per acre, as applicable, in the Multi-family Overlay District sub-districts shall be as shown below, except that the area of a building devoted to underground parking shall not be counted as floor area for purposes of determining the maximum floor area ratio or building coverage, as applicable. Buildings developed under the regulations of the Multi-family Overlay District shall not be subject to any other limitations on floor area ratio or building bulk in Subsection 4.3.1 Table of Regulations, Subsection 4.4.2 Maximum Building Bulk, and Subsection 4.6.3 Maximum Lot Coverage.

	A-1	B	ASB-MF	CSB	HAB	IND
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Floor Area Ratio (FAR)	0.50	N/A	1.3 ^{b, c}	0.70	0.70	0.50
Maximum Building Coverage (%)	N/A	25%	N/A	N/A	N/A	N/A
Maximum Dwelling Units per Acre ^a	18	N/A	44 ^d	18	N/A	N/A

- (a) The total land area used in calculating density shall be the total acreage of the lot on which the development is located.
- (b) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for an FAR of up to 1.7.
- (c) In the ASB-MF subdistrict, the following shall not be counted as floor area for purposes of determining the maximum floor area ratio: (i) interior portions of a building devoted to off-street parking; (ii) parking garages, structured parking or deck/rooftop parking that are screened from Highland Avenue as required by Section 3.17.6 inclusive of any waiver thereof and from West Street in a manner compatible with the architecture of the building. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board to exclude additional areas from floor area for purposes of determining the maximum floor area ratio.
- (d) In the ASB-MF subdistrict, Multi-family housing may exceed the maximum of 44 dwelling units per acre by special permit.

3.17.5.4 Multiple Buildings on a Lot

In the Multi-family Overlay District, more than one building devoted to Multi-family housing may be located on a lot, provided that each building complies with the requirements of Section 3.17 of this By-Law.

3.17.5.5 Use of Dwelling Units

Consistent with the Executive Office of Housing and Livable Communities' Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act, and notwithstanding anything else contained in the Zoning By-Law to the contrary, Multi-family housing projects shall not be required to include units with age restrictions, and units shall not be subject to limit or restriction concerning size, the number or size of bedrooms, a cap on the number of occupants, or a minimum age of occupants.

3.17.6 Off-Street Parking

- (a) The minimum number of off-street parking spaces shall be one space per dwelling unit for all subdistricts within the Multi-family Overlay District.

- (b) Parking areas shall be designed and constructed in accordance with Subsection 5.1.3 Parking Plan and Design Requirements. The remaining provisions of Section 5.1 Off Street Parking Regulations shall not apply to projects within the Multi-family Overlay District.
- (c) In the ASB-MF subdistrict, the façade(s) of all parking garages, structured parking and deck/rooftop parking visible from Highland Avenue shall be designed to be generally indistinguishable from the façade(s) of the residential portion of the building(s), and shall allow no view of parked vehicles from Highland Avenue except where such view is intermittent and incidental to the operation of the parking area, such as a view afforded by the opening of an automated garage door.
- (d) Enclosed parking areas shall comply with Subsection 4.4.6 Enclosed Parking.
- (e) No parking shall be allowed within the front setback. Parking shall be on the side or to the rear of the building, or below grade.
- (f) The minimum number of bicycle parking spaces shall be one space per dwelling unit.
- (g) Bicycle storage. For a multi-family development of 25 units or more, no less than 25% of the required number of bicycle parking spaces shall be integrated into the structure of the building(s) as covered spaces.

3.17.7 Development Standards

- (a) Notwithstanding anything in the Zoning By-Law outside of this Section 3.17 to the contrary, Multi-family housing in the Multi-family Overlay District shall not be subject to any special permit requirement.
- (b) Buildings shall be designed with due regard to their relationship to open spaces, existing buildings, and community assets in the area.
- (c) Building entrances shall be available from one or more streets on which the building fronts and, if the building fronts Chestnut Street, Garden Street, Highland Avenue, Hillside Avenue, Rosemary Street, or West Street, the primary building entrance must be located on at least one such street.
- (d) The site shall be designed so that all collection and storage areas for residential refuse shall be internal to the building(s), or otherwise shall not be visible from any public way and appropriately screened from abutting properties, and adequate management and removal of refuse shall be provided for.
- (e) Site arrangement and driveway layout shall provide sufficient access for emergency and service vehicles, including fire, police, and rubbish removal.
- (f) Plantings shall be provided and include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, are prohibited.
- (g) All construction shall be subject to the current town storm water bylaws, regulations, and policies along with any current regulations or policies from DEP, state, and federal agencies.
- (h) Control measures shall be employed to mitigate any substantial threat to water quality or soil stability, both during and after construction.

- (i) There shall be adequate water, sewer, and utility service provided to serve the project.
- (j) Off-site glare from headlights shall be controlled through arrangement, grading, fences, and planting. Off-site light over-spill from exterior lighting shall be controlled through luminaries selection, positioning, and mounting height so as to not add more than one foot candle to illumination levels at any point off-site.
- (k) Pedestrian and vehicular movement within and outside the project site shall be protected, through selection of egress points, provision for adequate sight distances, and through reasonable mitigation measures for traffic attributable to the project.
- (l) Site arrangements and grading shall minimize to the extent practicable the number of removed trees 8" trunk diameter or larger, and the volume of earth cut and fill.
- (m) No retaining wall shall be built within the required yard setback except a retaining wall with a face not greater than four (4) feet in height at any point and a length that does not exceed forty (40) percent of the lot's perimeter. Notwithstanding the foregoing, retaining walls may graduate in height from four (4) to seven (7) feet in height when providing access to a garage or egress entry doors at the basement level, measured from the basement or garage floor to the top of the wall. In such cases, the wall is limited to seven (7) feet in height for not more than 25% of the length of the wall.
- (n) Retaining walls with a face greater than twelve (12) feet in height are prohibited unless the Applicant's engineer certifies in writing to the Building Commissioner that the retaining wall will not cause an increase in water flow off the property and will not adversely impact adjacent property or the public.
- (o) Construction activity shall be consistent with Section 3.8 of the General By-Laws and any reasonable conditions on construction activity that are warranted at a particular site and included in the applicable site plan approval, including but not limited to hours during which construction activity may take place, the movement of trucks or heavy equipment on or off the site, measures to control dirt, dust, and erosion and to protect existing vegetation to be preserved on the site.

Special Development Standards for the A-1 Subdistrict

The following requirements apply to all development projects within the A-1 subdistrict of the Multi-family Overlay District:

- (a) 4.3.2 Driveway Openings
- (b) 4.3.3 Open Space
- (c) 4.3.4 Building Location, with the substitution of "Multifamily Dwelling" for "apartment house."

Special Development Standards for the B and IND Subdistricts of the Multi-Family Overlay District:

- (a) The requirements of the first paragraph of 4.4.5 Driveway Openings shall apply to all development projects within the Multi-family Overlay District within the B and IND subdistricts.

Special Development Standards for the ASD-MF Subdistrict of the Multi-Family Overlay District:

- (a) Multi-family housing in the ASD-MF subdistrict shall employ existing curb cuts on Highland Avenue and West Street to the extent feasible. Existing curb cuts may be improved, reconstructed and modified. Additional curb cuts may be added subject to site plan review.

3.17.8 Affordable Housing

Any multi-family building with six or more dwelling units shall include Affordable Housing Units as defined in Section 1.3 of this By-Law and the requirements below shall apply.

3.17.8.1 Provision of Affordable Housing

Not fewer than 12.5% of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of Affordable Housing Units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit.

In the event that the Executive Office of Housing and Livable Communities (EOHLC) determines that the calculation detailed above does not comply with the provisions of Section 3A of MGL c.40A, the following standard shall apply:

Not fewer than 10% of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of Affordable Housing Units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit.

3.17.8.2 Affordable Housing Development Standards

Affordable Units shall be:

- (a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- (b) Dispersed throughout the development;
- (c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- (d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- (e) Distributed proportionately among unit sizes; and
- (f) Distributed proportionately across each phase of a phased development.
- (g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

3.17.9 Site Plan Review

3.17.9.1 Applicability

Site Plan Review, as provided for in this Section 3.17, is required for all Multi-family housing projects within the Multi-family Overlay District. Notwithstanding any other provision contained in the Zoning By-Law, except as expressly provided for in this Section 3.17, Multi-family housing projects are not subject to site plan or special permit review pursuant to Section 7.

3.17.9.2 Submission Requirements

The Applicant shall submit the following site plan and supporting documentation as its application for Site Plan Review, unless waived in writing by the Planning and Community Development Director:

- (a) Locus plan;
- (b) Location of off-site structures within 100 feet of the property line;
- (c) All existing and all proposed building(s) showing setback(s) from the property lines;
- (d) Building elevation, to include penthouses, parapet walls and roof structures; floor plans of each floor; cross and longitudinal views of the proposed structure(s) in relation to the proposed site layout, together with an elevation line to show the relationship to the center of the street;
- (e) Existing and proposed contour elevations in one-foot increments;
- (f) Parking areas, including the type of space, dimensions of typical spaces, and width of maneuvering aisles and landscaped setbacks;
- (g) Driveways and access to site, including width of driveways and driveway openings;
- (h) Facilities for vehicular and pedestrian movement;
- (i) Drainage;
- (j) Utilities;
- (k) Landscaping including trees to be retained and removed;
- (l) Lighting;
- (m) Loading and unloading facilities;
- (n) Provisions for refuse removal; and
- (o) Projected traffic volumes in relation to existing and reasonably anticipated conditions based on standards from the Institute of Transportation Engineers and prepared by a licensed traffic engineer and including, if applicable, recommended traffic mitigation measures based on the traffic attributable to a particular project.

3.17.9.3 Timeline

Upon receipt of an application for Site Plan Review for a project in the MFOD, the Site Plan Review Authority shall transmit a set of application materials to the Department of Public Works, Town Engineer, Police Department, Fire Department, Design Review Board, and to any other Town agency it deems appropriate, which shall each have thirty five (35) days to provide any written comment. Upon receipt of an application, the Site Plan Review Authority shall also notice a public hearing in accordance with the notice provisions contained in M.G.L. c.40A, §11. Site plan review shall be performed expeditiously and in general shall be completed, with a decision rendered and filed with the Town Clerk, no later than 6 months after the date of submission of the application.

3.17.9.4 Site Plan Approval

Site Plan approval for uses listed in Subsection 3.17.3 Permitted Uses shall be granted upon determination by the Site Plan Review Authority that the following criteria have been satisfied. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these criteria have been satisfied.

- (a) the Applicant has submitted the information as set forth in Subsection 3.17.9.2 Submission Requirements; and
- (b) the project as described in the application meets the dimensional and density requirements contained in Subsection 3.17.5 Dimensional Regulations, the parking requirements contained in Subsection 3.17.6 Off-Street Parking, the development standards contained in Subsection 3.17.7 Development Standards, and Subsection 3.17.8.2 Affordable Housing Development Standards.

3.17.9.5 Waivers

When performing site plan review, the Planning Board may waive the requirements of Subsection 3.17.6 hereof and/or Subsection 5.1.3 Parking Plan and Design Requirements, or particular submission requirements.

When performing site plan review for a Multi-family Housing project that involves preservation of a structure listed in the National Register of Historic Places, the Massachusetts Register of Historical Places, the Inventory of Historic Assets for the Town of Needham, or is in pending for inclusion in any such register or inventory, the Planning Board as part of site plan review may reduce the applicable front, side or rear setbacks in this Section 3.17 by up to 40%.

3.17.9.6 Project Phasing

An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Subsection 3.17.8 Affordable Housing.

3.17.10 Design Guidelines

The Planning Board may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the Multi-family Overlay District. Such Design Guidelines must be objective and not subjective and may contain graphics

illustrating a particular standard or definition to make such standard or definition clear and understandable. The Design Guidelines for the Multi-family Overlay District shall be as adopted by the Planning Board and shall be available on file in the Needham Planning Department.

3.17.11 Special Permits

In those specific occasions where this Section 3.17 authorizes relief in the form of a special permit only, applications shall be reviewed and decided by the Planning Board in accordance with Section 7.5.2.

4. By amending the first sentence of Section 7.6.1, Special Permit Granting Authority, to add Section 3.17 to the list of Sections for which the Planning Board is the Special Permit Granting Authority, so that this sentence reads as follows:

The Planning Board shall act as a Special Permit Granting Authority only where so designated in Sections 3.4, 3.8, 3.9, 3.10, 3.14, 3.16, 3.17, 4.2.10, 4.2.11, 4.2.12, 4.4.5, 4.4.9, 4.4.10, 5.1.1.6, 6.6, 6.8 and 7.4 of this By-Law.

5. By amending the first paragraph of Section 7.7.2.2, Authority and Specific Powers, to add site plan reviews under Section 3.17 to the jurisdiction of the Design Review Board, so that this paragraph reads as follows:

The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 3.17 Multi-family Overlay District, Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.11 Planned Residential Development, Section 4.2.10 Flexible Development and Section 6.11 Retaining Walls and, for a minor project that only involves a change in the exterior facade of a building in the Center Business District, shall review and may approve such facade change.

6. By amending Section 7.7.3, Procedure, by inserting in the second paragraph, after the second sentence, a new sentence to read as follows:

Within fifteen (15) days of the meeting, a final advisory design review report shall be sent both to the applicant and to the Planning Board, when a site plan review is required under Section 3.17.

so that this paragraph reads as follows:

Within twenty (20) days of receipt of a Design Review application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed project or activity. Within fifteen (15) days of the meeting, a preliminary design review report shall be sent to both the applicant and to the Planning Board, when a special permit is required under Sections 7.4, 4.2.11 and 4.2.10. Within fifteen (15) days of the meeting, a final advisory design review report shall be sent both to the applicant and to the Planning Board, when a site plan review is required under Section 3.17. However, if the proposed project or activity involves only a building permit or sign permit from the Building Commissioner, or is a "Minor Project" under Site Plan Review (all as described in Subsection 7.7.2.2), no preliminary report is required and the written advisory report of the Design Review Board to the applicant and the Building Commissioner shall be a final report.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDED THAT:

Articles 1-2 Introduction: The MBTA Communities Law, M.G.L. c.40A, §3A was passed by the Massachusetts Legislature in January 2021. This statute states:

(a) An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.

(b) An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; (iii) the MassWorks infrastructure program established in section 63 of chapter 23A, or (iv) the HousingWorks infrastructure program established in section 27 of chapter 23B.

(c) The executive office of housing and livable communities, in consultation with the executive office of economic development, the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, shall promulgate guidelines to determine if an MBTA community is in compliance with this section.

The law was intended as a means to address the Commonwealth's housing shortage and the impact that shortage was having on the state's ability to compete for business and talent, ensure our residents can live affordably regardless of their income, and to better link housing, jobs, and transportation to address climate change and help reduce greenhouse gas emissions.

For purposes of the law, Needham is categorized as a commuter rail community. Commuter rail communities are required to comply with the law by July 14, 2025. To meet its compliance requirements, Needham's MBTA Communities districts and zoning must meet the following criteria: (1) The districts must have a minimum total land area of 50 acres. (2) 45 acres must be located within a half-mile of any of Needham's commuter rail stations. (3) One district must be at least 25 acres in size. (4) No single district can be less than 5 acres in size. (5) The zoning capacity of the districts must meet or exceed 1,784 units. (6) 1,606 of those units must be within a half-mile of any of Needham's commuter rail stations. (7) The districts must have zoning that allows for an average of at least 15 dwelling units per acre.

In response to the MBTA Communities Law, the Multi-family Overlay District is being presented to Town Meeting. The Multi-family Overlay District (presented under Articles 1 and 2), adheres very closely to the underlying zoning district boundaries and dimensional standards found in Needham's current Zoning By-Law. This Multi-family Overlay District is intended to meet the minimum compliance requirements of the MBTA Communities Law and proposes zoning that would allow for a total of 1,870 units. The compliance metrics under the MBTA Communities Law for the Multi-family Overlay District are noted in the table below.

	<i>Needham Requirement</i>	<i>Multi-family Overlay District</i>
<i>Acreage included in proposed zoning (net)</i>	50	100.3

Unit capacity allowed by right	1,784	1,870
Average residential density allowed in overlay district (units/acre)	15	18.6
Percent in Transit Area	90%	93%

The Multi-family Overlay District is presented under Articles 1 and 2 of this warrant as follows. Article 1: Multi-family Overlay District creates a Multi-Family Overlay District. Article 2: Map Change for Multi-family Overlay District implements the zoning map change by describing the geographical area of the Multi-family Overlay District anticipated under Article 1. A detailed description of the 2 articles follows.

Article Information: Article 1, in combination with Article 2, proposes to create the “Multi-family Overlay District.” Article 1 lays out the regulatory framework for the new district while Article 2 describes its geographical boundaries.

This Article proposes the creation of a new zoning district called the “Multi-family Overlay District (MFOD)”. The proposed zoning amendments would add a new Section 3.17 to the Zoning By-Law for the purpose of establishing the Multi-family Overlay District. The purposes of this new overlay district include providing for multi-family housing as of right consistent with the requirements of the MBTA Communities Law. The proposed amendments will allow for multi-family housing within the overlay district that adheres very closely to the underlying zoning district boundaries and dimensional standards found in Needham’s current Zoning By-Law. The overlay district will include multiple sub-districts (titled A-1, B, ASB-MF, CSB, HAB and IND), each of which will have its own set of applicable density and dimensional requirements as itemized in tables contained in the proposed amendments. The proposed amendments include parking standards, development standards, affordability requirements, and a process for site plan review that will apply to multi-family housing projects within the new overlay district. The proposed amendments also include revisions to Section 1.3 (Definitions) and Section 7.4 (Design Review) of the Zoning By-Law to address the addition of the new overlay district.

Since Article 1 involves the creation of an overlay district, property owners will have the option of developing multi-family housing subject to the requirements of the new zoning. They will also retain the option of using and/or developing property under the rules applicable in the pre-existing, underlying zoning district. The Multi-family Overlay District creates additional choices by placing alternative provisions to those which already exist. The Multi-family Overlay District’s key provisions are summarized below.

Designation of the District

The Multi-family Overlay District contains the following sub-districts, all of which are shown on the MFOD Boundary Map and indicated by the name of the sub-district: A-1, B, ASB-MF, CSB, HAB, and IND. A complete description of the geographical boundaries for the Multi-family Overlay District and the A-1, B, ASB-MF, CSB, HAB and IND sub-districts to be contained within the Multi-family Overlay District can be found in Article 2.

Purpose of District

The purposes of the Multi-family Overlay District include, but are not limited to, the following: (a) providing multi-family housing in Needham, consistent with the requirements of M.G.L. Chapter 40A (the Zoning Act), Section 3A; (b) supporting vibrant neighborhoods by encouraging multi-family housing within a half-mile of a Massachusetts Bay Transit Authority (MBTA) commuter rail station; and (c) establishing

controls which will facilitate responsible development and minimize potential adverse impacts upon nearby residential and other properties.

Definitions

New terms that appear in the package of zoning amendments but not elsewhere in the zoning bylaw are presented in alphabetical order as follows: affordable housing; as of right; compliance guidelines; EOHLC; multi-family housing; open space; parking, structured; parking, surface; residential dwelling unit; Section 3A; site plan review authority; special permit granting authority; sub-district; subsidized housing inventory (SHI) and work force housing unit.

Permitted Uses

In the Multi-family Overlay District, multi-family housing is permitted as a matter of right. The following uses are considered accessory as of right to any multi-family housing use: (a) Parking, including surface parking and structured parking on the same lot as the principal use; and (b) Any uses customarily and ordinarily incident to Multi-family housing, including, without limitation, residential amenities such as bike storage/parking, a swimming pool, fitness facilities and similar amenity uses.

Lot Area and Frontage and Setback Requirements

The following lot area, frontage and setback requirements shall apply in the Multi-family Overlay District sub-districts listed below.

	A-1	B	ASB-MF	CSB	HAB	IND
Minimum Lot Area (square feet)	20,000	10,000	10,000	10,000	10,000	10,000
Minimum Lot Frontage (feet)	120	80	80	80	80	80
Minimum Front Setback (feet) from the front property line	25	10	Minimum 10 Maximum 15 ^e .	20 feet for buildings with frontage on Chestnut Street 10 feet for all other buildings	20	25
Minimum Side and Rear Setback (feet)	20	10 ^{a, b}	10 ^{a, c}	20 (side) ^{a, b, d}	20 ^{a, b}	20 ^{a, b}

(a) The requirement of an additional 50-foot side or rear setback from a residential district as described in Subsection 4.4.8 Side and Rear Setbacks Adjoining Residential Districts or Subsection 4.6.5 Side and Rear Setbacks Adjoining Residential Districts shall not apply.

- (b) Any surface parking, within such setback, shall be set back 10 feet from an abutting residential district and such buffer shall be suitably landscaped.
- (c) The rear and side setbacks are 20 feet along the MBTA right-of-way. With respect to any lot partially within an underlying residential district, (i) no building or structure for a multi-family residential use shall be placed or constructed within 110 feet of the lot line of an abutting lot containing an existing single family residential structure; and (ii) except for access driveways and sidewalks, which are permitted, any portion of the lot within said residential district shall be kept open with landscaped areas, hardscaped areas, outdoor recreation areas (e.g., swimming pool) and/or similar open areas.
- (d) On the west side of Chestnut Street, the rear setback shall be 20 feet. On the east side of Chestnut Street, the rear setback shall be 30 feet.
- (e) Seventy percent (70%) of the main datum line of the front facade of the building shall be set back no more than 15 feet, except that periodic front setbacks greater than fifteen (15) feet are allowed if activated by courtyards, landscaping, drive aisles, amenity areas, or other similar site design features that enhance the streetscape. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board if less than seventy percent (70%) of the main datum line front facade of the building is set back 15 feet.

Building Height Requirements

The maximum building height in the Multi-family Overlay District sub-districts shall be as shown below.

	A-1	B	ASB-MF	CSB	HAB	IND
Maximum Building Height (stories)	3.0	3.0	3.0 ^c	3.0	3.0	3.0
Maximum Building Height (ft) ^{a,b}	40	40	40 ^c	40	40	40

- (a) *Exceptions.* The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, stair overruns, elevator overruns, mechanical equipment, roof parapets, architectural screening, or other ornamental features of buildings, which features (i) are in no way used for living purposes; (ii) do not occupy more than 25% of the gross floor area of the building and (iii) do not project more than 15 feet above the maximum allowable height.
- (b) *Exceptions: Renewable Energy Installations.* The Site Plan Review Authority may waive the height and setbacks in Subsection 3.17.5.2 Building Height Requirements and Subsection 3.17.5.1 Lot Area, Frontage and Setback Requirements to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall be appropriately screened, consistent with the requirements of the underlying district; shall not create a significant detriment to abutters in terms of noise or shadow;

and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space within the development.

- (c) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for a height of four stories and 50 feet, provided that the fourth story along Highland Avenue and West Street incorporates one or more of the following design elements: (i) a pitched roof having a maximum roof pitch of 45 degrees; (ii) a fourth story recessed from the face of the building by a minimum of 12 feet; and/or (iii) such other architectural design elements proposed by the Applicant and approved by the Planning Board during the Special Permit process.

Building Bulk and Other Requirements

The maximum floor area ratio or building coverage and the maximum number of dwelling units per acre, as applicable, in the Multi-family Overlay District sub-districts shall be as shown below, except that the area of a building devoted to underground parking shall not be counted as floor area for purposes of determining the maximum floor area ratio or building coverage, as applicable.

	A-1	B	ASB-MF	CSB	HAB	IND
Floor Area Ratio (FAR)	0.50	N/A	1.3 ^{b, c}	0.70	0.70	0.50
Maximum Building Coverage (%)	N/A	25%	N/A	N/A	N/A	N/A
Maximum Dwelling Units per Acre ^a	18	N/A	44 ^d	18	N/A	N/A

- (a) The total land area used in calculating density shall be the total acreage of the lot on which the development is located.
- (b) In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board for an FAR of up to 1.7.
- (c) In the ASB-MF subdistrict, the following shall not be counted as floor area for purposes of determining the maximum floor area ratio: (i) interior portions of a building devoted to off-street parking; (ii) parking garages, structured parking or deck/rooftop parking that are screened from Highland Avenue as required by Section 3.17.6 inclusive of any waiver thereof and from West Street in a manner compatible with the architecture of the building. In the ASB-MF subdistrict, the Applicant may apply for a Special Permit from the Planning Board to exclude additional areas from floor area for purposes of determining the maximum floor area ratio.
- (d) In the ASB-MF subdistrict, multi-family housing may exceed the maximum of 44 dwelling units per acre by special permit.

Off-Street Parking

Multi-family housing projects will be required to provide a minimum of one parking space per dwelling unit in all subdistricts. Parking areas must be designed and constructed in accordance with the current Zoning By-Law parking plan and design requirements.

In the ASB-MF subdistrict, the zoning regulates the visibility of parking structures from Highland Avenue and West Street. In the ASB-MF subdistrict, the façade(s) of all parking garages, structured parking and deck/rooftop parking visible from Highland Avenue must be designed to be generally indistinguishable from the façade(s) of the residential portion of the building(s), and shall allow no view of parked vehicles from Highland Avenue except where such view is intermittent and incidental to the operation of the parking area, such as a view afforded by the opening of an automated garage door.

Affordable Housing

The Multi-family Overlay District requires affordable housing in developments with six or more dwelling units. In such cases, not fewer than 12.5% of housing units constructed shall be set aside as deed restricted affordable housing units for those households with an income at or below 80% of the area median income that applies to subsidized housing in the Town of Needham. For purposes of calculating the number of affordable housing units required in a proposed development, any fractional unit shall be rounded up to the nearest whole number and shall be deemed to constitute a whole unit consistent with Needham's existing zoning. Setting the affordability requirement at 12.5% is intended to help Needham stay above the state requirement under M.G.L. c.40B, §§20-23 that 10% of a town's housing stock qualify as affordable. Lastly, the Town's Economic Feasibility Analysis (EFA) indicates that the 12.5% set aside included in the proposed zoning will not render multi-family housing projects uneconomic. The Town is required to make this showing to EOHLC in support of any local zoning requiring that more than 10% of multi-family housing units be affordable.

Site Plan Review

The proposed zoning provides for site plan review, to be performed by the Planning Board, of all multi-family housing projects within the Multi-family Overlay District. The requirement in §3A that multi-family housing be allowed "as of right" means that the proposed zoning cannot require other forms of zoning relief such as special permits or variances. See Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act §4 ("To comply with Section 3A, a multi-family zoning district must allow multi-family housing 'as of right,' meaning that the construction and occupancy of multi-family housing is allowed in that district without the need for a special permit, variance, zoning amendment, waiver, or other discretionary approval.")

Pursuant to Massachusetts case law, the Planning Board cannot deny a site plan review application for a by-right use that complies with the zoning (including the permissible number of units, building dimensions, height, setbacks and development standards). However, the Board can apply reasonable conditions on the project, which may include modifying lighting, adding fencing, reviewing stormwater design for compliance with applicable standards, and adjusting the parking layout and other structural elements on the site plan. When performing site plan review for a use allowed by right, conditions can also be used to shape a project, but cannot go so far as to unreasonably interfere with or effectively prohibit the project.

All projects will need to comply with the development standards of the Multi-Family Overlay District, Building Code, Fire Code, Health Code, Department of Public Works regulations, state and local wetlands and other environmental regulations. The applicant will be required to demonstrate availability of adequate water, sewer, and utilities to serve a project. The Town is under no obligation to make investments in public infrastructure to make an individual project viable.

Development Standards

The Multi-family Overlay District establishes development standards for the Planning Board to consider when conducting site plan review. The following matters are to be considered: (a) provision of adequate water, sewer, and utility service to the project; (b) protection of pedestrian and vehicular movement within the project site, through the selection of egress points, provision for adequate site distances, and through reasonable mitigation measures for traffic attributable to the project; (c) adequacy of the arrangement of parking and loading spaces in relation to the proposed use; (d) control of off-site light over-spill through controlled luminaires selection, position, and mounting height; (e) adequacy of the methods of disposal of refuse and other wastes resulting from the use of the site; and (f) limitations on construction activities, such as but not limited to, the hours during which construction activity may take place, the movement of heavy equipment on or off the site, measures to control dirt, dust, erosion and to protect existing vegetation on the site.

Design Guidelines

The Planning Board may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the Multi-family Overlay District. Such Design Guidelines must be objective and not subjective and may contain graphics illustrating a particular standard or definition to make such standard or definition clear and understandable.

ARTICLE X: AMEND ZONING BY-LAW – MAP CHANGE FOR MULTI-FAMILY OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

- (a) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to the south of Hamlin Lane as shown on Needham Town Assessors Map 200, Parcels 1 and 31, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the easterly sideline of Greendale Avenue and the northerly sideline of Charles River; thence running westerly by the easterly line of Greendale Avenue, four hundred forty-two and 36/100 (442.36) feet, more or less; northeasterly by the southerly line of Hamlin Lane, five hundred thirty-five and 44/100 (535.44) feet, more or less; southeasterly by the southerly line of Hamlin Lane, twenty and 22/100 (20.22) feet, more or less; southeasterly by the land of the Commonwealth of Massachusetts, State Highway I-95, five hundred thirty-nine 11/100 (539.11) feet, more or less; southwesterly by the land of the Commonwealth of Massachusetts, State Highway I-95, four hundred sixty-six (466) feet, more or less; northwesterly by the northerly sideline of Charles River, two hundred seventy-six (276) to the point of beginning.

- (b) Place in the CSB Subdistrict of the Multi-family Overlay District a portion of land now zoned Chestnut Street Business and Single Residence B and located directly to the east and west of Chestnut Street as shown on Needham Town Assessors Map 47, Parcels 54, 72, 74-03, 74-04, 76, 77, 78, 79, 80, 83, 84, 85, 86, 87, 88, and 91, Needham Town Assessors Map 46, Parcels 12, 13, 14, 15, 16, 17, 18, 19, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 58, 59, 60, and 61 and Needham Town Assessors Map 45, Parcel 6, superimposing that district over the existing Chestnut Street Business and Single Residence districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A and the southerly sideline of Keith Place; thence running southeasterly by the southerly sideline of Keith Place to the intersection with northerly sideline of Chestnut Street; southwesterly by the northerly sideline of Chestnut Street to the intersection with northerly sideline of Freeman Place; northeasterly to a point on the southerly sideline of Chestnut Street, approximately four hundred and ninety-five 88/100 (495.88) feet from the intersection with southerly sideline of School Street; southeasterly by the southerly property line of Deaconess-Glover Hospital Corporation, one hundred and eighty-seven 68/100 (187.68) feet, more or less; southwesterly by the easterly property line of Deaconess-Glover Hospital Corporation, ninety-six 74/100 (96.74) feet, more or less; southwesterly by the westerly property line of Chaltanya Kadem and Shirisha Meda, eighty-two 80/100 (82.80) feet, more or less; southwesterly by the westerly property line of Huard, eighty-two 80/100 (82.80) feet, more or less; southwesterly by the westerly property line of Reidy, ninety-seven 40/100 (97.40) feet, more or less; northeasterly by the northerly property line of L. Petrini & Son Inc, fifteen 82/100 (15.82) feet, more or less; southwesterly by easterly property line of L. Petrini & Son Inc, one hundred and seventy-seven 77/100 (177.77) feet, more or less; northeasterly by the easterly property line of L. Petrini & Son Inc, one hundred and two 59/100 (102.59) feet, more or less; southwesterly by the easterly property line of L. Petrini & Son Inc, fifty 16/100 (50.16) feet, more or less; northeasterly by the easterly property line of L. Petrini & Son Inc, seven 39/100 (7.39) feet, more or less; southwesterly by the easterly property of Briarwood Property LLC, seventy-five (75.00) feet, more or less; northeasterly by the easterly property of Briarwood Property LLC, one hundred (100) feet, more or less; southwesterly by the easterly property of Briarwood Property LLC, two hundred and forty-nine 66/100 (249.66) feet, more or less; southeasterly by the southerly property of Briarwood Property LLC, two hundred ninety-three (293.28) feet, more or less; southwesterly by the easterly property of Veterans of Foreign Wars, one hundred and fifty (150) feet, more or less; northeasterly by the southerly property line of Veterans of Foreign Wars, eighty-five (85) feet, more or less; southwest by the easterly property of M.B.T.A, one hundred and sixty (160) feet, more or less; southeasterly by the northerly sideline of Junction Street to intersection with westerly sideline of Chestnut; southwesterly by the westerly sideline of Chestnut Street to intersection with northerly sideline of property of M.B.T.A; southwesterly by the southerly property line of Castanea Dentata LLC, two hundred and twenty-eight 81/100 (228.81) feet, more or less; southwesterly by the southerly property line of Castanea Dentata LLC, one hundred and eight 53/100 (108.53) feet, more or less; northwesterly by the southerly property line of Castanea Dentata LLC, one hundred and thirty-six 6/100 (136.06) feet, more or less; northwesterly by the southerly property line of Castanea Dentata LLC, one hundred and ten 10/100 (110.10) feet, more or less; thence running northeasterly by the easterly sideline of M.B.T.A. to the point of beginning.

- (c) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial and Single Residence B and located directly to the south and east of Denmark Lane as shown on Needham Town Assessors Map 132, Parcel 2, superimposing that district over the existing Industrial and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A. and the southerly sideline of Great Plain Ave; thence running southwesterly by the westerly line of M.B.T.A, four hundred thirty-seven 24/100 (437.24) feet, more or less; southwesterly by the southerly property line of Denmark Lane Condominium, one hundred and eleven 17/100 (111.17) feet, more or less; northeasterly by the easterly property line of Denmark Lane Condominium, two hundred (200) feet, more or less; northwesterly by the southerly property line of Denmark Lane Condominium, one hundred and thirty-nine 75/100 (139.75) feet, more or less; northeasterly by the easterly sideline of Maple Street, one hundred and thirty-five (135) feet, more or less; southeasterly by the northerly property line of Denmark Lane Condominium, one hundred and forty (140) feet, more or less; southwesterly by the northerly property line of Denmark Lane Condominium, fifteen 20/100 (15.2)

feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, two 44/100 (2.44) feet, more or less; southwesterly by the northerly property line of Denmark Lane Condominium, thirty-three 35/100 (33.35) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, seventy-nine (79) feet, more or less; northwesterly by the northerly property line of Denmark Lane Condominium, thirteen 28/100 (13.28) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, forty-seven 50/100 (47.50) feet, more or less; northeasterly by the northerly property line of Denmark Lane Condominium, eighty-one 91/100 (81.91) feet, more or less; northeasterly by the southerly sideline of Great Plain Ave, twelve 28/100 (12.28) feet to the point of beginning.

- (d) Place in the CSB Subdistrict of the Multi-family Overlay District a portion of land now zoned Chestnut Street Business and located directly to the east of Garden Street as shown on Needham Town Assessors Map 51, Parcels 17, 20, 22, 23, superimposing that district over the existing Chestnut Street Business district said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A. and the northerly sideline of Great Plain Ave; thence running southwesterly by the northerly sideline of Great Plain Ave, nine 32/100 (9.32) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-three 17/100 (53.17) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-six 40/100 (56.40) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifty-six 92/100 (56.92) feet, more or less; northwesterly by the westerly property line of Town of Needham, on an arch length one hundred and twelve 99/100 (112.99) feet, more or less; northeasterly by the westerly property line of Town of Needham, fifteen 10/100 (15.10) feet, more or less; northeasterly by the westerly property line of Town of Needham, one hundred and thirty-eight 83/100 (138.83) feet, more or less; southeasterly by the northerly property line of Town of Needham, thirty-three 42/100 (33.42) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, forty (40) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, eighty-one 99/100 (81.99) feet, more or less; northwesterly by the southerly property line of Eaton Square Realty LLC, fifty-eighty 31/100 (58.31) feet, more or less; northeasterly by the easterly sideline of Garden Street to intersection with May Street; northeasterly by the southerly sideline of May Street, sixty-one 33/100 (61.33) feet, more or less; southwesterly by the westerly sideline of M.B.T.A. to the point of beginning.

- (e) Place in the B Subdistrict of the Multi-family Overlay District a portion of land now zoned Business and Single Residence B and located directly to the west of Highland Avenue as shown on Needham Town Assessors Map 52, Parcels 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, and Needham Town Assessors Map 226, Parcels 56, 57, and 58, superimposing that district over the existing Business and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A. and the northerly sideline of May Street; thence running northeasterly by the easterly sideline of M.B.T.A. to the intersection with southerly sideline of Rosemary Street; southeasterly by the southerly sideline of Rosemary Street to the intersection with easterly sideline of Highland Ave; southwesterly by the westerly sideline of Highland Avenue to the intersection with the northerly sideline of May St; southwesterly by the northerly sideline of May Street to the point of beginning.

- (f) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to east of Highland Avenue and north of May Street as shown on Needham Town Assessors Map 53, Parcels 1, 2 and 3, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the northerly sideline of May Street and the westerly sideline of Oakland Avenue; thence running easterly by the northerly sideline of May Street to the intersection with easterly sideline of Highland Avenue; northeasterly by the easterly sideline of Highland Avenue to the intersection with southerly sideline of Oakland Avenue; southeasterly by the southerly sideline of Oakland Avenue: southerly by the westerly sideline of Oakland Avenue to the point of beginning.

- (g) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and located directly to the west of Hillside Avenue and north of Rosemary Street as shown on Needham Town Assessors Map 100 Parcels 1, 35, and 36, and Needham Town Assessors Map 101, Parcels 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, and 26, superimposing that district over the existing Apartment A-1 district, said description being as follows:

Beginning at the point of intersection of the northerly sideline of Rosemary Street and the easterly sideline of Concannon Circle; thence running northwesterly by the easterly sideline of Concannon Circle, one hundred and sixty (160) feet, more or less; northwesterly by the easterly property line of 15 Concannon Circle Realty Trust, two hundred and thirty-two 75/100 (232.75) feet, more or less; northwesterly by the easterly property line of L. Petrini and Son Inc, one hundred and forty-five 84/100 (145.84) feet, more or less; northeasterly by the northerly property line of L. Petrini and Son Inc, one hundred and twenty-five (125) feet, more or less; northwesterly by the westerly sideline of Tillotson Road, one hundred and twelve (112) feet, more or less; northeasterly across Tillotson Road to the northeasterly corner of the property of L. Petrini and Son Inc, forty (40) feet, more or less; northeasterly by the northerly property line of L. Petrini and Son Inc, one hundred and twenty-five (125) feet, more or less; northwesterly by the easterly property line of Petrini Corporation, one hundred and nineteen 94/100 (119.94) feet, more or less; northeasterly by the southerly property line of L. Petrini and Son Inc, one hundred and sixty-two (162) feet, more or less; northwesterly by the easterly property line of Rosemary Ridge Condominium, three hundred and twenty-eight (328) feet, more or less; northeasterly by the northerly property line of Rosemary Ridge Condominium, two hundred and ninety (290) feet, more or less; northeasterly by the northerly property line of Rosemary Ridge Condominium, one hundred and sixty-two 19/100 (162.19), more or less; northwesterly by the northerly property line of Rosemary Ridge Condominium, one hundred and thirty (130), more or less; southeasterly by the northerly property line of Rosemary Ridge Condominium, two hundred and forty-one 30/100 (241.30), more or less; southeasterly by the northerly property line of Pop Realty LLC, ninety-four 30/100 (94.30), more or less to westerly side of Hillside Avenue; southeasterly by the westerly sideline of Hillside Avenue to intersection with northerly sideline of Rosemary Street; southeasterly by the northerly sideline of Rosemary Street to the point of beginning.

- (h) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial, Hillside Avenue Business, and Single Residence B and located directly to the east of Hillside Avenue and north of Rosemary Street as shown on Needham Town Assessors Map 100, Parcels 3, 4, 5, 7, 8, 9, 10, 11, 12, and 61, and Needham Town Assessors Map 101, Parcels 2, 3, 4, 5 and 6, superimposing that district over the existing Industrial, Hillside Avenue Business, and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the northerly sideline of Rosemary Street and the westerly sideline of M.B.T.A; thence running northwesterly by the northerly sideline of Rosemary Street to the intersection with easterly sideline of Hillside Avenue; northeasterly by the easterly sideline of Hillside Avenue to the intersection with southerly sideline of West Street; northeasterly by the southerly sideline of West Street to the intersection with the westerly sideline of M.B.T.A; southeasterly by the westerly sideline of M.B.T.A. to the point of beginning.

- (i) Place in the ASB-MF Subdistrict of the Multi-family Overlay District a portion of land now zoned Avery Square Business and Single Residence B and located directly to the west of Highland Avenue and south of West Street as shown on Needham Town Assessors Map 63, Parcel 37, superimposing that district over the existing Avery Square Business and Single Residence B districts, said description being as follows:

Beginning at the point of intersection of the easterly sideline of M.B.T.A. and the southerly sideline of West Street; thence running southeasterly by the southerly sideline of West Street, one hundred and sixty-one 48/100 (161.48) feet, more or less; southeasterly on arch, twenty-nine (27/100) 29.27 feet to a point on the easterly sideline of Highland Avenue; southeasterly by the easterly sideline of Highland Avenue seven hundred and sixty-one (761.81) feet, more or less; northeasterly by the easterly sideline of Highland Avenue ten (10) feet, more or less; southeasterly by the easterly sideline of Highland Avenue seventy (70) feet, more or less; northwesterly by the southerly property line of HCRI Massachusetts Properties Trust II, one hundred and fifty (150) feet, more or less; southeasterly by the southerly property line of HCRI Massachusetts Properties Trust II, seventy (70) feet, more or less; southwestwesterly by the southerly property line of HCRI Massachusetts Properties Trust II, one hundred and two 57/100 (102.57) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., three hundred and seventy-one 56/100 (371.56) feet, more or less; northwesterly by the easterly sideline of M.B.T.A., three 54/100 (3.54) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., three hundred and ninety-three 56/100 (393.56) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., one hundred and seventy-five 46/100 (175.46) feet to the point of beginning.

- (j) Place in the HAB Subdistrict of the Multi-family Overlay District a portion of land now zoned Hillside Avenue Business and located directly to the east of Hillside Avenue and north of West Street as shown on Needham Town Assessors Map 99, Parcels 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, superimposing that district over the existing Hillside Avenue district, said description being as follows:

Beginning at the point of intersection of the westerly sideline of M.B.T.A. and the northerly sideline of West Street; thence running northwesterly by the northerly sideline of West Street to the intersection with easterly sideline of Hillside Avenue; northwesterly by the easterly sideline of Hillside Avenue to the intersection with northerly sideline of Hunnewell Street; northwesterly by the easterly sideline of Hillside Avenue, twenty-four 1/100 (24.01) feet to the angle point; northeasterly by the easterly sideline of Hillside Avenue, ninety-five 61/100 (95.61) feet, more or less; northeasterly by the northerly property line of Hillside Condominium, two hundred and twenty-one 75/100 (221.75) feet, more or less; northeasterly by the northerly property line of Hunnewell Needham LLC, eighteen 48/100 (18.48) feet, more or less; southwestwesterly by the westerly sideline of M.B.T.A. to the point of beginning.

- (k) Place in the IND Subdistrict of the Multi-family Overlay District a portion of land now zoned Industrial and Single Residence B and located at Crescent Road as shown on Needham Town Assessors Map 98, Parcels 40 and 41, and Needham Town Assessors Map 99, Parcels 38, 39, 40, 61, 62, 63, and 88, superimposing that district over the existing Industrial and Single Residence B districts, said description being as follows:

Beginning at the bound on easterly side of Hunnewell Street, approximately three hundred and thirty-two 35/100 (332.35) feet from the intersection with Hillside Avenue; thence running southwestwesterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and ninety-one 13/100 (191.13) feet, more or less; southeasterly by the easterly property

line of Microwave Development Laboratories Inc, sixty-eight 68/100 (68.75) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and thirty (130) feet, more or less; southeasterly by the easterly property line of Drack Realty LLC, seventy-three (73) feet, more or less; southwesterly by the easterly property line of Drack Realty LLC, one hundred and forty (140) feet, more or less; northeasterly by the northerly property line of Lally, forty-one (41) feet, more or less; southeasterly by the easterly property line of Lally, seventy-five (75) feet, more or less; southwesterly by the southerly property line of Lally, one hundred (100) feet, more or less; southwesterly to the center of Crescent Road, twenty (20) feet, more or less; southeasterly by the center of Crescent Road, twenty-nine (29) feet, more or less; southwesterly to a bound located twenty-nine feet from the angle point on the easterly side of Crescent Road; southwesterly by the southerly property line of 66 Crescent Road LL, four hundred and fifteen 60/100 (415.60) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifty-two 37/100 (52.37) feet, more or less; northwesterly by the easterly property line of Town of Needham, one hundred and sixty-two 37/100 (162.37) feet, more or less; southwesterly by the easterly property line of Town of Needham, forty-five 76/100 (45.76) feet, more or less; northwesterly by the easterly property line of Town of Needham, one hundred and forty-three 92/100 (143.92) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifteen 71/100 (15.71) feet, more or less; southwesterly by the easterly property line of Town of Needham, two hundred and forty-eight 40/100 (248.40) feet, more or less; northwesterly by the easterly property line of Town of Needham, fifty-three 33/100 (53.33) feet, more or less; northeasterly by the northerly property line of 166 Crescent Road LLC, five hundred and fifty-five 68/100 (555.68) feet, more or less; northeasterly to the center of Crescent Road, twenty (20) feet, more or less; northwesterly by the center of Crescent Road, fifty-six 47/100 (56.47) feet, more or less; northeasterly to the bound located four 38/100 (4.38) feet from the end of the Crescent Road; northeasterly by the northerly property line of Microwave Development Laboratories Inc, one hundred and forty-six 29/100 (146.29) feet, more or less; southeasterly by the northerly property line of Microwave Development Laboratories Inc, fifty-four 82/100 (54.82) feet, more or less; northeasterly by the northerly property line of Microwave Development Laboratories Inc, fifty-four 21/100 (54.21) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and ninety-five 81/100 (195.81) feet, more or less; northeasterly by the easterly property line of Microwave Development Laboratories Inc, seven (7) feet, more or less; southeasterly by the easterly property line of Microwave Development Laboratories Inc, ninety-one (91) feet, more or less; northeasterly by the easterly property line of Microwave Development Laboratories Inc, one hundred and forty-two (142) feet, more or less; southeasterly by the easterly sideline of Hunnewell Street, twenty (20) feet to the point of beginning.

- (l) Place in the A-1 Subdistrict of the Multi-family Overlay District a portion of land now zoned Apartment A-1 and Single Residence B and located east and west of Highland Avenue at Cottage Avenue as shown on Needham Town Assessors Map 70, Parcels 24 and 25, superimposing that district over the existing Apartment A-1 and Single Residence B districts, said description being as follows:

Beginning at the point on the westerly sideline of Highland Avenue, two hundred and seventeen 63/100 (217.63) from the arch on Webster Street; thence running southwesterly by the westerly sideline of Highland Avenue, three hundred and seventeen (317) feet, more or less; southeasterly across Highland Avenue, fifty (50) feet to a point on the easterly sideline of Highland Avenue; southeasterly by the northerly property line of Avery Park Condominium, two hundred and seventy-eight 75/100 (278.75) feet, more or less; northeasterly by the northerly property line of Avery Park Condominium, sixty-one (61.51) feet, more or less; northeasterly by the northerly property line of Avery Park Condominium, one hundred and seventy-nine 70/100 (179.70) feet,

more or less; southwesterly by the westerly sideline of Webster Street, thirty-one 16/100 (31.16) feet, more or less; southwesterly by the southerly property line of Avery Park Condominium, one hundred and sixty-six 51/100 (166.51) feet, more or less; southwesterly by the southerly property line of Avery Park Condominium, one hundred and five 59/100 (105.59) feet, more or less; southwesterly by the southerly property line of Avery Park Condominium, one hundred and forty-four 62/100 (144.62) feet, more or less; northwesterly by the southerly property line of Avery Park Condominium, two hundred and seventy-seven 29/100 (277.29) feet, more or less; northwesterly across Highland Avenue, fifty (50) feet to a point on the westerly side of Highland Avenue: northwesterly by the southerly property line of Hamilton Highlands LLC, one hundred and fifty-nine 45/100 (159.45) feet, more or less; southwesterly by the southerly property line of Hamilton Highlands LLC, ninety-seven 33/100 (97.33) feet, more or less; northwesterly by the northerly sideline of Cottage Avenue, forty (40) feet, more or less; southwesterly by the southerly property line of Hamilton Highlands LLC, fifteen (15) feet, more or less; northwesterly by the southerly property line of Hamilton Highlands LLC, twenty-five 54/100 (25.54) feet, more or less; northeasterly by the easterly sideline of M.B.T.A., five hundred and seventy-five 57/100 (575.57) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and forty-five 2/100 (145.02) feet, more or less; northeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and one 57/100 (101.57) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, one hundred and eighty 18/100 (180.18) feet, more or less; southeasterly by the northerly property line of Hamilton Highlands LLC, fifty-six 57/100 (56.57) feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDED THAT:

Article Information: Article 2 describes the geographical area of the Multi-family Overlay District. The proposed zoning amendments would amend the Zoning By-Law and the Zoning Map to add the Multi-family Overlay District and the A-1, B, ASB-MF, CSB, HAB and IND sub-districts to be contained within the Multi-family Overlay District. These amendments to the Zoning Map accompany the proposed set of zoning amendments under Article 1 for purposes of complying with the MBTA Communities Law. The Multi-family Overlay District contains approximately 100.3 acres.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR ON-GOING COLLECTIONS STORAGE UPGRADES/NEEDHAM HISTORY CENTER & MUSEUM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$46,712 for on-going collections storage upgrades at the Needham History Center and Museum, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Historic Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: NEEDHAM TRAIL SIGNAGE IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$104,000 for trail signage improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR EAST MILITIA HEIGHTS DEVELOPMENT -
CHARLES RIVER CENTER**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,500,000 for East Militia Heights Development by the Charles River Center, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR PRESERVATION OF SEABEDS WAY & CAPTAIN
ROBERT COOK DRIVE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,600,000 for the preservation of Seabeds Way and Captain Robert Cook Drive, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: HIGH ROCK ESTATES AFFORDABLE HOUSING LAND USE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the High Rock Estates Affordable Housing Land Use Study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ACTION PARK & PICKLEBALL COURTS (DESIGN)

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$300,000 for the design of an action sports park and pickle ball courts, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ELIOT SCHOOL GROUNDS RENOVATION (DESIGN)

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$69,900 for the design of the Eliot School grounds renovation project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FY2026 CPA BUDGET AND RESERVES

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2026 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee: \$ 82,000

Reserves:

B. Community Preservation Fund Annual Reserve:	\$ 1,223,043
C. Community Housing Reserve:	\$ 876,000
D. Historic Resources Reserve:	\$ 0
E. Open Space Reserve	\$ 438,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation, and open space. The Town traditionally sets aside 11% of the estimated fiscal year receipts to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to XX% of the estimated revenue for the year to ensure that at a minimum of 20% of the actual CPA receipts are appropriated or reserved for future appropriation for Community Housing. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,558,050 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Technology	\$54,000	
Community Services	Trail Resurfacing and Improvements	\$75,000	
General	General Government Technology Replacements	\$896,000	
General	Town Copier Replacement	\$28,000	
General	Town Facility Replacement Furniture and Office Fixtures	\$40,000	
Public Safety	LIFEPAK 35 Defibrillator/Monitor	\$62,842	
Public Safety	Personal Protective Equipment	\$103,958	
Public Works	Building Management System Upgrades	\$229,000	
Public Works	HVAC Upgrades	\$80,000	

Public Works	Specialty Equipment	\$28,000	
Public Works	Stormwater Quality Improvements (NPDES)	\$500,000	
Public Works	Sustainable Building Retrofit Program	\$100,000	
Schools	School Copiers	\$60,000	
Schools	School Furniture	\$25,000	
Schools	School Technology	\$577,875	
Transportation Network	Transportation Safety Committee Improvements (Traffic Improvements)	\$100,000	
Multiple	Fleet Program	\$1,598,375	
	Total	\$4,558,050	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Library Technology

Unless circumstances require otherwise, this request is for the replacement of staff laptops/tablets, upgrade of the public scan station, and the replacement of the Community Room Central Processing Unit (CPU).

Trail Resurfacing and Improvements

This request is for repairs and maintenance of the Bay Colony Rail Trail. The 1.7-mile stretch of the trail from the Charles River Peninsula to High Rock was constructed in 2016. Since that time, the stone dust surface has worn down, becoming uneven and experiencing drainage issues. This project includes removing all loose materials and installing new fill to make the path safer and maintain accessibility. Drainage issues will be addressed and preventative measures will be taken to reduce deterioration in areas that are prone to puddling and erosion.

General Government Technology Replacements

This funding request is for the replacement of technology assets across Town departments, to include network infrastructure replacement, twelve exterior security cameras at the Center at the Heights (CATH), audio-visual equipment at the CATH (Conference Room 1 and Activity Room 2), and door access controllers at all Town buildings.

Town Copier Replacements

The funding request is for two (2) copiers in the following locations: Town Hall Mail Room and Rosemary Recreation Center Main Floor.

Town Facility Replacement Furniture and Office Fixtures

This funding request is for the replacement of furniture in Town Hall and the Public Services Administration Building. These facilities were equipped with new furniture when they reopened and opened in 2011 and

2010 respectively. In FY2025, task and conference chairs were replaced. In FY2026, target furniture for replacement will be non-ergonomic work set-up, to include procurement of standing desks. .

Lifepak 35 Defibrillator/Monitor

This funding request will replace lifesaving hardware for public safety personnel. The Physio Lifepak 35 (LP35) is the industry standard cardiac defibrillator/monitor that the Department will use on frontline rescues, upgrading from the current Lifepak 15. The average lifespan for this piece of equipment is estimated to be about five years.

Personal Protective Equipment

This funding request will replace Personal Protective Equipment (PPE) – known as “bunker gear” – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Building Management System Upgrade

The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The new system will simplify the hardware and software in each building, and take advantage of newer and more robust technologies. Unless circumstances require otherwise, the updates will be conducted at the Newman School and the Rosemary Recreational Complex.

HVAC Upgrades

This request is for design phase of Needham High School HVAC system improvements. The roof and accompanying rooftop HVAC units 17 and 18 at the High School have sections ranging from three years old to 25 years old. The roof section over the auditorium is the oldest section with the oldest RTUs, which are failing more often and working less efficiently than the others on the building, wasting energy and requiring more costly maintenance. The design will determine the best way to replace the equipment with modern units and components that are more efficient and require less frequent repairs

DPW Specialty Equipment

This request is for large equipment that fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. Specialty equipment proposed for FY2026 is for a Dynapac Roller (\$28,000) for the Streets and Transportation Division.

Stormwater Quality Improvements (NPDES)

This funding request is for the identification of opportunities for stormwater quality improvements. Such opportunities are vital for the Town to achieve full compliance with federal stormwater standards.

Sustainable Building Retrofit Program

This funding request is for lighting upgrade projects at the Broadmeadow School, converting their existing outdated lighting to high-efficiency LED systems, in addition to other sustainable building retrofit projects as funding allows. Similar projects have been successfully completed in the past few years at the Pollard, Newman, Mitchell, and Hillside schools, and these projects would be modeled on those. Building Maintenance plans to continue these lighting upgrade projects at all Town and School buildings wherever feasible to reduce energy consumption and to take advantage of state programs that subsidize their cost.

Any funds available will be used to supplement grant funding that may become available to assist in identifying plans and best practices on how to sustainability update the Town's buildings.

School Copiers

This funding request is to replace three copiers in the following locations: Newman Main Office, Newman Lower Level, NHS Grade Level Office, and High Rock Main Office. School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Furniture

This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes.

School Technology

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2026 School Technology request includes \$113,000 for network security and \$464,875 for infrastructure replacement.

Transportation Safety Committee Projects

This request is for funding construction-related transportation safety projects and interventions in response to resident petitions, including roadway geometry changes, accessibility ramps, crosswalks, flashing LED pedestrian signs, speed radar signs, "Stop", "School Zone", and "Children Playing" signs, and other pedestrian improvements. In 2023, the committee transitioned from the Traffic Management Advisory Committee (TMAC) to the Transportation Safety Committee (TSC), which has a wider scope and range of interventions.

General Fund Core Fleet Replacement

Unit	Existing	Division	Year	Replacement	Amount
143	Volvo L90H Loader	DPW Streets and Transportation	2019	Loader	\$434,910
579	Ford Explorer Interceptor	Police Department	2014	Equinox AWD	\$41,181
Bus 1	Blue Bird School Bus	Needham Public Schools	2017	School Bus (Electric)	\$375,437
C-02	Chevy Tahoe	Fire Department	2021	Public Safety Response Vehicle	\$108,627
R-04	Ford E450 Ambulance	Fire Department	2017	Ambulance	\$638,220

ARTICLE X: APPROPRIATE FOR ELIOT SCHOOL BOILER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$560,000 for the purpose of replacing the Eliot School boiler, to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund the construction phase of the Eliot School boiler replacement project. The new boilers will be high efficiency condensing boilers and replace older units suffering increasingly frequent and expensive repairs.

ARTICLE X: APPROPRIATE FOR LIBRARY RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,386,000, for the purpose of renovating the young adult area at the Needham Public Library, including all costs incidental or related thereto; said amount to be expended under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund the construction phase of the Young Adult Area redesign. The construction would implement the results of the design phase, which was funded in FY2025. This project will create an expanded and enclosed young adult area on the second floor, which will provide a more appropriate space for Needham's teen population, while supporting other patrons' seeking quiet spaces.

ARTICLE X: APPROPRIATE FOR NEEDHAM HIGH SCHOOL STAIR REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,040,000, for Needham High School stair repairs, to be expended under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund the construction phase of the Needham High School stair repair project. This project would include a comprehensive repair of the exterior staircase at the High School, closing gaps between the risers and treads, restoring the structural integrity of the brick railings with new masonry, patching holes and/or spreading new concrete across the apron, and generally restoring the structure to its original specification and safe functionality.

ARTICLE X: NEWMAN SCHOOL THEATRICAL LIGHTING, SOUND, AND RIGGING REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,812,820 for the purpose of upgrading the Newman School theatrical lighting, sound and rigging equipment, including all costs incidental or related thereto; said amount to be expended under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund repairs at the Newman School Auditorium, including items ranging from electrical safety improvements, updated microphone systems, orchestra inputs, improved speaker system, updated AV inputs, replacement of lighting systems with LED infrastructure, and modernized rigging.

ARTICLE X: CENTER AT THE HEIGHTS RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$395,000 for Center at the Heights Renovation Design, to be expended under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund the design of three projects at the Center at the Heights: the expansion of the kitchen, expansion of fitness facilities, and modification of the rear entrance to an accessible entrance way. The kitchen renovation will allow the CATH to produce a higher volume of meals to augment current and future programming for seniors and, if necessary, to support the Traveling Meals program. The fitness room expansion, accomplished by swapping the current fitness room with the existing game room, will allow the CATH to meet current fitness programming and service demand that is not met by the existing set-up. The rear entry modifications will add accessibility features to the doorway most proximate to a majority of handicapped accessible parking spaces.

ARTICLE X: APPROPRIATE FOR PUBLIC WORKS FACILITEIS IMPROVEMENTS/COGSWELL BUILDING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$19,600,000 for Public Works Facility Improvements and the Cogswell Building Expansion, including all costs incidental or related thereto; said amount to be expended under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select

Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; that the Town Manager is authorized to apply for, accept and expend any federal or state aid, utility energy efficiency, renewable energy and electrification rebates, incentives, tax credits or any other available aid for the project, which shall be expended in addition to the amount appropriated by this vote; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund the continued phased plan to upgrade DPW facilities Townwide. This phase includes the construction of a new fleet maintenance facility as an expansion of the Jack Cogswell Building to will house the Fleet Maintenance Division, including fleet storage and the equipment and facilities needed for their daily operations.

ARTICLE X: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,069,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request is for the Public Works Infrastructure Program which allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town aims to resurface 17 lane miles (or 120,000 square yards) per year, either through traditional milling and paving, micro surfacing, or rubber chip seal surface treatments, as appropriate. The cost per lane mile for resurfacing is currently \$134,000 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$110,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$6.19 per square yard. Target funding for street resurfacing in FY2026 is [amount].

Sidewalk Program

Contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$469,500, and contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$505,190. These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in FY2026 is [amount].

ADA Ramp Upgrades

The Town is mandated by federal law to install new or upgrade existing curb ramps to Americans with Disabilities Act (ADA) standards whenever making a significant alteration to the roadway. On average, a curb ramp upgrade costs \$9,000, with some streets having as many as 10-15 ramp locations. These costs include granite curbing, sidewalk rehabilitation of the adjacent area, and incidentals, such as the relocation of existing drainage features. In a typical year the Resurfacing Program's projects impact approximately 50 curb ramps. This funding will be used to ensure compliance with state and federal disability laws and

improve access across the Town's sidewalk network. Target funding for the ADA Ramp Upgrades in FY2026 is [amount].

Intersection Improvements

This request is for improvements at the Central Avenue and Great Plain Avenue intersection. There have been challenges with maintaining an appropriate traffic flow through this intersection since it was constructed in the 1990s, mainly due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design also does not provide the ideal traffic patterns for multiple modes of transportation. This project would include geometric improvements and a replacement/improvement of the traffic signal system. The new traffic signal system would feature modern technology that is better able to control the flow of traffic through the intersection, reducing traffic back-ups. This request is for the construction phase of the project – the design phase was funded in FY2023. Target funding for Intersection Improvements for FY2026 is [amount].

ARTICLE X: APPROPRIATE FOR QUIET ZONE CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,500,000, for the purpose of quiet zone construction, including all costs incidental or related thereto; said amount to be expended under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund the construction phase of the Quiet Zone project, involving the installation of Supplemental Safety Measures at five at-grade crossings to establish a Quiet Zone for Needham. Funding for the design phase of this project was approved in FY2025

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Cook's Bridge Sewer Pump Station Replacement	\$195,000	
		\$195,000	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The existing steel canister-style pump station at Milo's-Cook's Bridge is beyond its designed life cycle. Pump and mechanical failures are leading to emergency shutoffs more frequently, and replacement parts are no longer made in the existing sizes and shapes. The capacity of the pumps and the sewer force main needs to be re-evaluated to determine current flow and system capacity upgrades to

handle the current volume of sewage flowing to this location. This article is to fund the design and construction of a new sewer pump station and force main that will be more efficient to operate and require less maintenance.

ARTICLE X: APPROPRIATE FOR INFILTRATION AND INFLOW

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the sewer infiltration and infill program, to be spent under the direction of the Town Manager, and to meet this appropriation that [source]; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article will fund an Infiltration and Inflow (I/I) conditions assessment, and the development and initial implementation of DPW's mitigation program. The Town of Needham is under Administrative Orders from the DEP to identify and remove I/I in its existing sewer systems. To do so, the Department of Public Works requires the services of an engineering consultant to collect and analyze existing data and I/I mitigation efforts, perform location testing, monitor flows, map and prioritize sections of the wastewater network, and assist with securing supplementary funding from the MWRA.

ARTICLE X: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$977,985 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Charles River Water Treatment Plan HVAC Upgrades	\$405,000	
Water	Water Distribution System Improvement Master Plan	\$250,000	
Water	Water Distribution System Improvements Design	\$49,500	
Water	Water Core Fleet	273,485	
Total		\$977,985	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Charles River Water Treatment Plan HVAC Upgrades

This funding will allow for upgrade of the dehumidification systems at the Water Treatment Plant. Future phases will be requested next year to complete these upgrades. The Charles River Water Treatment Plant

is over 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. This article will be used to implement the designed options for a dehumidification system and additional electrification of the HVAC systems. The Water Treatment Plant is the second highest user of energy in Town and so any upgrades will include increased energy efficiency modifications.

Water Distribution System Improvement Master Plan

This article will fund a master plan to study and prioritize potential water distribution system improvements. The existing master plan is outdated and does not reflect current needs, priorities or federal and state regulations. The Town is now obligated to develop and maintain Risk and Resilience Assessments (RRAs) to safeguard public water infrastructure from natural or human-caused hazards such as floods, hurricanes, or contamination event.

Water Distribution System Improvements Design

This article will fund the design phase of replacing approximately 500 linear feet of 8-inch water main on Mills Road from Sachem Road to Davenport Road and Mayo Avenue from Harris Avenue to Great Plain Avenue.

Water Core Fleet

	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
160	Wach Utility	DPW Water	2013	Specialty Equipment Trailer	96,717
26	Ford F250 Super Duty XL	DPW Water	2018	Work Truck Class 3	92,503
27	Ford F150 Super Duty XL	DPW Water	2018	Pickup (Electric)	84,265

ARTICLE X: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raiser and/or transfer and appropriate the sum of \$500,000 for the water service connection program to be spent under the direction of the Town Manager and to meet this appropriation that said sum will be transferred from [source]; or take any other action relative thereto.

Article Information: This request is for funding to develop a plan to document and identify all known and unknown water service pipe materials and their locations, confirm the unknown services through test pit excavation, and remove old lead or plastic service connections wherever they exist, replacing them with new copper service piping. Services identified for replacement could range from supply mains into residential homes just prior to the water meters.

ARTICLE X: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind the authorization to borrow, which was approved at a prior Town Meeting, where the purpose of the borrowing is no longer required nor necessary:

[INSERT TABLE]

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed or otherwise closed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

GENERAL & COMMITTEE ARTICLES

ARTICLE X: AMEND GENERAL BY-LAWS – CONTRACT PROCEDURES

To see if the Town will vote to amend Section 2.1.3 (Contract Procedures) of the General By-Laws by:

1. Deleting the line that reads “Purchase of oil and fuel 5” and inserting in its place “Purchase of energy resources, electricity, fuel, propane and natural gas, and oil 5”; and
2. Deleting the line that reads “Software License and/or Maintenance Agreements . . . 10” and inserting in its place “Software license, maintenance and/or hosting agreements . . . 10”;

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: AMEND GENERAL BY-LAWS – REVOLVING FUNDS

To see if the Town will vote to amend Section 2.2.7.5.7 - Immunization Program Revolving Fund by deleting the section in its entirety and inserting in place thereof the following:

“2.2.7.5.7 Clinical Services Program Revolving Fund

Fund Name There shall be a separate fund called the Clinical Services Program Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The Town accountant shall establish the Clinical Services Program Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the immunization, vaccination, disease testing, and other clinical programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Clinical Services Program Revolving Fund for costs associated with immunization, vaccination medical countermeasure distribution, disease testing, and other clinical programs, as well as educational programs and public information efforts in support of those services.

Fiscal Years The Clinical Services Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.”

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ACCEPT M.G.L. c.59, §5 CLAUSES TWENTY-SECOND I AND TWENTY-SECOND J

To see if the Town will vote to accept the provisions of M.G.L. c.59, §5 clause Twenty-second I, to allow abatements granted to those qualifying pursuant to clause Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second E or Twenty-second F to be increased annually by an amount equal to the increase in the cost of living as determined by the Consumer Price Index for such year; and to accept the provisions of M.G.L. c.59, §5 clause Twenty-second J and to grant an additional exemption of [] per cent to those qualifying for an exemption pursuant to clause Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second E or Twenty-second F; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE

To see if the Town will vote to increase the maximum base upon which the retiree cost of living (COLA) is calculated from \$16,000 per year to \$18,000 per year in accordance with Chapter 32, Section 103(j) and Section 19 of Chapter 188 of the Acts of 2010; or take any other action relative thereto.

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The purpose of this article is to increase the base amount upon which the retiree Cost-of-Living Adjustment is paid. MGL, Chapter 32, Section 103(j) and Section 19 of Chapter 188 of the Acts of 2010 allows a Contributory Retirement Board, with the approval of Town Meeting, to increase the base amount upon which the Cost-of-Living adjustment paid to retirees is calculated. An increase of the base from \$12,000 to \$14,000 was approved at the 2015 Annual Town Meeting, and an increase from \$14,000 to \$16,000 was approved at the 2022 Annual Town Meeting. If approved, this article would increase the maximum COLA a retiree can receive from \$480 per year to \$540 per year even if their pension exceeds \$18,000. The decision to grant a COLA and at what amount is made annually by vote of the Needham Contributory Retirement Board and, absent legislative action, is capped at 3% per year.*

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$23,725 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of June 30, 2024 was \$1,202,393.

ARTICLE X: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$380,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. 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. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of June 30, 2024 was \$2,120,562.

ARTICLE X: APPROPRIATE DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, and to meet this appropriation that [source]; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The fund is designed to ensure that monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of June 30, 2024 \$2,376,992.

CITIZENS PETITIONS

ARTICLE X: CITIZENS' PETITION – LEAF BLOWERS

To see if the Town will vote to amend the General By-laws by:

1. Adding a new Section 3.14 to read as follows:

Section 3.14 LEAF BLOWER CONTROL

3.14.1 Purpose. The reduction of noise caused by gas-powered leaf blowers is the primary purpose of this Leaf Blower Control By-law. Reduction of air pollution due to combustion of gasoline and oil-based fuels is a secondary benefit.

3.14.2 Definitions.

“Leaf Blower”- Any powered machine used to blow leaves, dirt, and other debris by forced air for landscape maintenance, including cleaning of downspouts and gutters.

“Gas-powered leaf blower” – A leaf blower powered by gas or gas and oil.

“Electric-powered leaf blower” – A leaf blower powered by attaching a cord to an electricity source or rechargeable batteries.

“Commercial landscaper” – A person or entity that receives compensation to utilize landscaping equipment on another’s property.

“Resident” – The legal owner of record of real property operating on their own property; tenants operating on the property for which they hold a lease; and condominium associations operating on condominium property.

“Property Manager” shall mean any tenant in possession or person or entity in control of real property, including, but not limited to, a condominium association.

“Town” shall mean the Town of Needham, Massachusetts.

3.14.3 Limitations on Use.

- a. Effective January 1, 2026, the use of gas-powered leaf blowers is prohibited between May 15 and September 30. This prohibition applies to commercial landscapers, residents and property managers. Electric-powered leaf blowers may be operated during this time.
- b. The provisions of this bylaw shall not apply to the Department of Public Works or its agents performing work on Town property.

3.14.4 Penalties and Enforcement.

- a. The Director of Health and Human Services and any designated agent within the Public Health Division shall be responsible for enforcing this bylaw. The Public Health Division may take notice of any date- and time-stamped photo or video submitted by a Needham resident, accompanied by a sworn statement attesting to the authenticity of such photo or video, showing a violation of this bylaw.
- b. Non-criminal dispositions as provided for in Section 8.2.2 shall be assessed against the owner of the property on which the violation occurs.

3.14.5 Regulations.

- a. The Director of Public Works shall have the authority to waive temporarily any of the limitations on the use of Leaf Blowers set forth in this bylaw in order to aid in emergency operations or clean-up associated with storms. In the event of issuing a temporary waiver, the Director of Public Works shall post a notice on the Town of Needham’s internet home page and make other good faith efforts to notify the public.

3.14.6 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

2. Inserting in the table contained in Section 8.2.2 (Non-Criminal Disposition), in appropriate numerical order, a new row to read as follows:

3.14_	Leaf Blower Control	Warning – 1st Offense \$100 – each subsequent	Per Offense	Director of Health and Human Services or Designee
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INSERTED BY: David Rudolph, et. al.
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: CITIZENS' PETITION – NUCLEAR DISARMAMENT

Moved, that Town Meeting adopt the following Resolution, or take any other action in relation thereto:

WHEREAS, the May, 2019 Needham Town Meeting passed an article calling upon our federal leaders and our nation to make nuclear disarmament the centerpiece of U.S. national security policy and to implement the national "Back from the Brink" platform, which calls on our federal leaders to work toward the goal of signing the Treaty on the Prohibition of Nuclear Weapons and to take immediate steps to prevent nuclear war by actively pursuing a verifiable agreement among nuclear-armed states to eliminate their nuclear arsenals, renouncing the option of using nuclear weapons first, ending the President's sole, unchecked authority to launch a nuclear attack, taking U.S. nuclear weapons off hair-trigger alert, and canceling the plan to replace its entire arsenal with enhanced weapons; and

WHEREAS, there are now specific bills filed in the Massachusetts Senate and the U.S House of Representatives that make the same proposals as the article passed by the May, 2019 Needham Town Meeting; and

WHEREAS, nuclear war would directly kill hundreds of millions of people and cause unimaginable environmental damage; and

WHEREAS, there is a high probability that a nuclear war would lead to catastrophic climate disruption dropping temperatures across the planet to levels not seen since the last ice age, thus resulting in the starvation of the vast majority of the human race, quite possibly leading to our extinction and the extinction of multiple other species; and

WHEREAS, even the use of a tiny fraction of the more than 12,000 weapons currently in existence would cause worldwide climate disruption and global famine; e.g., as few as a 100 Hiroshima-sized bombs (small by modern standards) would put at least 5 million tons of soot into the upper atmosphere and cause climate disruption across the planet, decimating food production and putting 2 billion people at risk of starvation; and

WHEREAS, despite the notion that these arsenals exist solely to guarantee they will never be used, on multiple occasions nuclear-armed states have proceeded to the brink of using these weapons, and their use was narrowly averted; and

WHEREAS, the Russian invasion of Ukraine, the repeated threats to use nuclear weapons and Communist China's plans to increase its arsenal have dramatically increased the danger of nuclear war; and

WHEREAS, although it is the federal government and not the state or municipal governments which have jurisdiction over matters relating to nuclear weapons, it has been shown that local policies can lead the way to important and necessary changes at the federal level and even internationally; and

WHEREAS, the Commonwealth of Massachusetts played a leading role in ending the nuclear arms race with the Soviet Union in the 1980s, by adopting a Nuclear Freeze resolution and encouraging other states to follow our example; and

WHEREAS, over 40 years later it is not a "freeze" of nuclear weapons that is needed to save the Commonwealth, and the world, from the unthinkable catastrophe of a nuclear war or a nuclear accident but the complete elimination of these weapons, in line with the Treaty on the Prohibition of Nuclear Weapons, which entered into force as international law on January 22, 2021; and

WHEREAS, Twenty other cities and towns in Massachusetts, the legislatures of California and Oregon, the Maine State Senate, the New Jersey Assembly, and the Rhode Island Assembly and Senate have passed resolutions similar to Needham's to take action to protect their citizens from the existential threat of nuclear war.

Be it RESOLVED, that Needham Town Meeting urges our State Senator, Rebecca Rausch and our State Representative, Josh Tarsky, to cosponsor Senate Resolution [SD. 669] (number to be replaced with permanent # to be assigned in February), which states that it shall henceforth be the policy of the General Court of the Commonwealth of Massachusetts to pursue whatever measures may be found necessary and appropriate to protect the citizens of the Commonwealth from the existential threat posed by nuclear weapons and to contribute in whatever ways it can, as a Commonwealth, towards the total elimination of these weapons from all countries, in line with the Treaty on the Prohibition of Nuclear Weapons. Resolution [SD. 669] urges all Massachusetts members of the House of Representatives to co-sponsor [the bill which will soon be filed by Massachusetts Congressman Jim McGovern in place of last session's H.Res. 77] (words in brackets to be replaced by new bill # after it has been filed), which calls upon the United States federal government to adopt the policy provisions of the "Back from the Brink" platform. [Resolution SD. 669] also calls on the US Senators from Massachusetts to introduce a companion resolution in the United States Senate; and

Be it further RESOLVED that Needham Town Meeting urges our representative in the US House, Jake Auchincloss, to cosponsor [Congressman McGovern's bill to be filed in place of last session's H.Res. 77,] and

Be it further RESOLVED that copies of this article be transmitted by the Needham Town Clerk with a request for reply to our state senator and state representative, to our US Representative and Senators, the President and Vice President of the United States, the Speaker and Minority Leader of the United States House of Representatives, the Majority and Minority Leaders of the United States Senate, and the Governor of the Commonwealth.

INSERTED BY: Joseph McCabe, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

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

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

Given into our hands at Needham aforesaid this 11th day of February 2025.

Kevin Keane, Chair

Heidi Frail, Vice Chair

Catherine Dowd, Clerk

Marianne Cooley, Member

Joshua Levy, Member

SELECT BOARD OF NEEDHAM

A TRUE COPY

Attest:

Constable:



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

MEETING DATE: 2/25/2025

Agenda Item	Stephen Palmer Development Review Committee
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The October 21, 2024 Special Town Meeting appropriated funding for a consultant to evaluate the potential redevelopment of the Stephen Palmer site. The Select Board reviewed a draft committee composition and charge at its meeting on February 11, 2025. The Town Manager will recommend that the Board vote to adopt the Stephen Palmer Development Review Committee Composition and Charge
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Board vote to adopt the Stephen Palmer Development Review Committee Composition and Charge.
3.	BACK UP INFORMATION ATTACHED
	a. Final Committee Charge and Composition – Stephen Palmer Development Review Committee

Town of Needham

Stephen Palmer Development Review Committee Charge

Type:	Ad hoc
Legal Reference:	Select Board Goals
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term of Appointment	Three (3) Years
Special Municipal Employee	Yes*
Staff Support	Planning & Community Development Staff

Composition: Seven (7) voting members:

- One (1) member or designee of the Select Board*
- One (1) member or designee of the Planning Board
- One (1) member or designee of the Finance Committee
- One (1) member or a designee of the Council on Aging
- One (1) member or a designee of the Park & Recreation Commission
- Two (2) members at large, one of whom has experience in housing development and one of whom has experience in real estate development (ideally with public land development and/or public private partnerships)

Purpose:

The Stephen Palmer building is a former public elementary school constructed in 1914 that currently houses 28 apartments. The Town entered into a fifty-year ground lease with the developer and sold the building to the developer. Upon expiration of the lease on May 2, 2027 the property and any and all improvements revert to the Town.

The Committee, with the consultant, will engage the Needham community to envision the future of this site. The Committee will provide feedback to the consultant hired by the Town to make recommendations to the Town as to the options for reuse of the site.

Charge:

In conjunction with the selected development planning consultant, the Committee will:

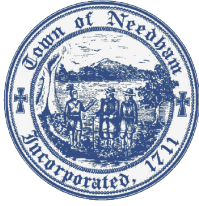
- Engage the community and all relevant stakeholders in a robust citizen participation process to envision the future of the property. With the support of municipal staff, the Committee shall meet with the Consultant monthly plus at least two public hearings at which the Consultant will present its findings and seek public input.

- Work with the development planning consultant and staff to establish the exact scope of the Existing Conditions Assessment (structure and architectural analysis, code analysis, legal issues, etc.) and the implications of razing or renovating the building relative costs, limitations on uses, etc.)
- Based on the Existing Conditions Assessment and community input, work with the consultant to develop and explore three land use scenarios in terms of relative costs and benefits, opportunities and constraints, impacts on the neighborhood and town, and feasibility and timeliness of each scenario.
- Provide guidance to the consultant in developing implementation strategies including exploring the viability of different development entities, disposition mechanisms (sale, lease, joint, etc.) and potential funding sources including grant programs and public private partnership options.
- Provide guidance to the consultant in developing recommendations to the Select Board.

Charge Adopted: February 25, 2025
SME Status Voted: February 25, 2025

Charge Revised:

* Regular municipal employees serving on the Committee remain regular municipal employees, even though the committee members are designated as special municipal employees

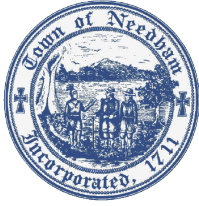


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/25/2025

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

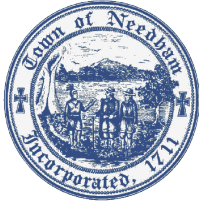


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/25/2025

Agenda Item	Town Manager Search Process
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss the status of the search process. This will be a standing item for the next several months.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	

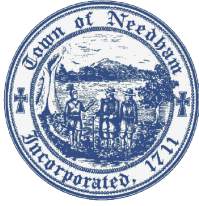


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/25/2025

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	



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

MEETING DATE: 2/25/2025

Agenda Item	Executive Session (Added scope to discussion topics)
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Exception 3: to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares
2.	VOTE REQUIRED BY SELECT BOARD
	Move that the Select Board enter into executive session pursuant to: <u>Exception 3</u>: To discuss strategy with respect to collective bargaining with the Needham Police Union and to discuss strategy with respect to collective bargaining with all represented employees, where an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. [the chair so declares]. not to return to Open Session prior to adjournment.
3.	BACK UP INFORMATION ATTACHED
	None

Select Board Special Meeting Minutes
3:00 p.m. August 3, 2023
Memorial Park Field House (Second Floor)
92 Rosemary Street
&
Zoom

<https://us02web.zoom.us/j/81412060413?pwd=QVo4WGgwcy9HOFNnSHViMEk2QWJ5QT09>

3:00 p.m. A meeting of the Select Board was convened by Chair Marianne Cooley. Those present were Kevin Keane, Heidi Frail, Cathy Dowd, Marcus Nelson, Town Manager, Kate Fitzpatrick, Assistant Town Manager Dave Davison, Assistant Town Manager Katie King, ATM/Operations, and Emily Meyer, Administrative Specialist. Present for the retreat facilitators (Raftelis) were Julia Novak, Julie Gieseke, and Janae Janik.

Ms. Novak asked Board members to introduce themselves and share their expectations for the retreat. Ms. Novak led a discussion on participants' beliefs about the future of Needham.

Board members reviewed and revised the proposed goal statements and associated strategies drafted by Town Staff, including Healthy & Socially Thriving, Economically Vital, Livable, Accessible and Connected, Safe, Responsibly Governed, and Environmentally Sustainable. The Board reviewed and made recommendations for modifying the language of the goal descriptions and the bulleted statements under each goal category to be reviewed again on the second day of the retreat.

The Town Manager and Assistant Town Managers reviewed the existing initiatives to identify those that may need to be carried forward and those that the Board may consider removing from the initiatives list, either due to being completed, difficulty in operationalizing, practicality, etc.

5:55 p.m. The meeting adjourned at 5:55. Motion: Mr. Nelson. Second: Mr. Keane. Passed by unanimous voice vote.

A recording of this meeting can be found at:

<https://www.youtube.com/watch?v=iC-qr5bTPeM&list=PL3PRZZjHC3yE9AnWTYT5KKdVWYjmXJVug&index=42&pp=iAQB>

Select Board Special Meeting Agenda
9:00 a.m. August 4, 2023
Memorial Park Field House (Second Floor)
92 Rosemary Street
&
Zoom

<https://us02web.zoom.us/j/81641840123?pwd=UjAvdUVMbmFoZjcvRlRXUjJpT1ZCdz09>

9:00 a.m. A meeting of the Select Board was convened by Chair Marianne Cooley. Those present were Kevin Keane, Heidi Frail, Cathy Dowd, Marcus Nelson, Town Manager, Kate Fitzpatrick, Assistant Town Manager Dave Davison, Assistant Town Manager Katie King, ATM/Operations, and Emily Meyer, Administrative Specialist. Present for the retreat facilitators (Raftelis) were Julia Novak, Julie Gieseke, and Janae Janik

Board members were asked to reflect on the activities of the first day and share their reactions. Board members highlighted their appreciation for the graphical format used to discuss initiatives, the number of previous initiatives that have been operationalized, how well the Board works together, and the amount of work that was accomplished during the previous day.

Using the final goal statements and content from the prior day's activities, Ms. Novak presented a proposed vision statement for the Board to discuss and revise. The Board reached consensus on the following statement:

“Needham is a safe and welcoming town that people are proud to call home, where neighbors care, respect differences, and contribute to the global community.”

The Board reviewed the edits made to the goals the previous day:

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.

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.

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.

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.

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.

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.

The Board discussed proposed initiatives and developed priorities, as follows:

Initiatives to Begin: Now (0-18 months)

Healthy and Socially Thriving

- Identify ways to institutionalize community conversation around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.
- Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.
- Complete the Equity Audit, clarify objectives, and determine next steps.
- Provide support to other Boards and Committees on how to apply NUARI principles to their work, including training opportunities and sample goals.
- NUARI: Conduct Board and Committee member orientation sessions to include the Town's race equity vision statement.
- Hold a public hearing and determine if the Town will change Columbus Day to Indigenous People's Day.
- Invite various identity network groups to meet with the Select Board and introduce the work they do and the community they serve.

Livable

- Work with the Planning Board on next steps related to the MBTA Community Housing Guidelines and the update to the Town's Affordable

Housing Plan. Review updated demographics and impact on anticipated transit-oriented development and schools.

- Identify funding for School Master Plan projects and participate in the planning process.
- Evaluate RTS Service Delivery Model to guide long-term investment and review operational efficiencies in the short-term.
- Evaluate next steps for use of the Stephen Palmer Building.
- Evaluate expansion of off-leash dog areas.
- Support for the Needham Housing Authority redevelopment project.

Accessible and Connected

- Implement the Parking Study
- Parking:
 - Update parking payment technologies to allow for credit card and/or app-based payments
 - Ask the Planning Board to update parking requirements in zoning
 - Pilot converting some on-street parking spaces for more active curb use (e.g., short customer visits, active loading areas)
 - Update the Town's parking regulations and permit program (including permit rules, time/day regulations, and pricing)
 - Seek funding for noise reduction/Quiet Zone feasibility, design, and construction.
- Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.

Responsibly Governed

- Evaluate the need for a flag policy.
- Evaluate the possibility of developing a Community Master Plan.
 - Develop an inventory of Town long-range plans
 - Identify overlaps and conflicts, including other Boards or jurisdictions.
- Establish process to do regular by-law charter review updates.
- DPW phased renovation/construction.
- Capital Facilities:
 - CATH upgrades (including additional parking)
 - Library phased renovations.
- Evaluate ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.

Environmentally Sustainable

- Prioritize and implement the Climate Action Plan.
- Identify parcel acquisition to comply with Land and Water Conservation Fund requirements.
- Evaluate adoption of net-zero building code; specialized opt-in code.
- Sponsor a tree summit.

Initiatives to Begin: Next (18-36 months)

Healthy and Socially Thriving

- Develop a plan for a community observance of Juneteenth.

Livable

- Evaluate the role of the Affordable Housing Trust.

Environmentally Sustainable

- Explore development of a Town Electric Vehicle (EV) policy, i.e., the default position for fleet replacement should be EVs unless there is a compelling reason to use an alternative.

Initiatives to Begin: Near (36+ months)**Economically Vital**

- Evaluate Chestnut Street redevelopment.

Livable

- Begin the Ridge Hill/Nike Assessment Phase 2 Project, including working with the Community Farm to decide on the long-term plan for the farm at the site as well as considering potential future uses of the site.

Accessible and Connected

- Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.
- Evaluate future use of the rail corridor between Dover and Newton.
- Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.

The Board discussed other initiatives for Town Staff and other groups, as follows:

- Explore increasing the budget for Town Tree Planting - Town Manager
- Increase NCAC funding in FY2025 Operating Budget and new Arts goal after plan is complete - Town Manager
- Cooling Infrastructure (shade structures at Rosemary playgrounds and playing fields and at Town Common) - Town Manager
- Social Safety Net (increase funding for direct support) - Town Manager
- Food Insecurity (expand food insecurity remediation programs supported by the Town) - Town Manager
- Consider restriction of individual-serving alcohol bottles - Refer to Board of Health
- Procure a level 3 charging station to enable electric school transportation and Town vehicle fleet changes – Refer to Climate Action Planning Committee
- Evaluate the issue of bicycles on sidewalks - Refer to Mobility Committee
- Explore the creation of a mountain biker trail extending south from Kendrick Street and parallel to Greendale Avenue - Refer to Mobility Committee
- Explore opportunities to increase bike infrastructure as possible throughout the Town - Refer to Mobility Committee
- Create a townwide bike route map to use as a planning tool, deciding intentionally which roads would have a bike lane and where to channel bike traffic - Refer to Mobility Committee

The Town Manager will work to operationalize the initiatives and will set up project schedules to move each forward. Raftelis will provide the Town with implementation documents to assist in operationalization.

11:50 a.m. Mr. Nelson moved that the meeting be adjourned. Ms. Dowd seconded the motion. Unanimous: 5-0.

A recording of this meeting can be found at:

<https://www.youtube.com/watch?v=VgfShearfVA&list=PL3PRZZjHC3yE9AnWTYT5KKdVWYjmXJVug&index=41&pp=iAQB>

**Town of Needham
Select Board
Minutes for Tuesday, January 28, 2025
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, Cathy Dowd, Joshua Levy, and Town Manager Kate Fitzpatrick. David Davison, Deputy Town Manager/Director of Finance and Katie King, Deputy Town Manager were also in attendance.
- 6:01 p.m. Public Comment Period:

Margaret Abruzese, 30 Bridle Trail Road, commented on the Special Election and urged the Select Board to consider the effects of the Special Election on the Town's residents and their relationship with Town Officials. She added that there were individuals advocating for compliance without exceeding the State law's requirements well before the petition took place. She encouraged the Board to examine how policy is made in Needham and whether there is a need to change how committees are formed.
- 6:05 p.m. Public Hearing: Application for a New All-Alcoholic Beverages License – North Hill Needham, Inc. d/b/a North Hill

Motion by Ms. Frail that the Board vote to continue the Public Hearing relative to the application for a new All-Alcoholic Beverages License for North Hill Needham, Inc. d/b/a North Hill to Tuesday, February 11, 2025 at 6:20 p.m. Second: Ms. Dowd. Unanimously approved 5-0.
- 6:06 p.m. MWRA Metropolitan Water Tunnel Program Update:
Presenters: Kathy Murtagh, MWRA Director of Tunnel Redundancy, Paul Savard, MWRA Director of Design and Construction, Tunnel Redundancy

Project leaders Kathy Murtagh and Paul Savard discussed the design progress and site preparation steps taken to date, as well as the future plans for the Tunnel Redundancy Program. Since their last presentation to the Select Board in 2022, they have completed the environmental review process and the preliminary design for the program. Ms. Murtagh provided an overview of the Massachusetts Water Resources Authority (MWRA) and the tunnel system that is the main distribution channel that bring water into the Metro Boston area. She emphasized the urgency of the tunnel project given the lack of redundancy for these tunnels and outlined the potential negative effects for rate payers. The goal of the Metropolitan Water Tunnel Program is to provide full redundancy for the Metropolitan Tunnel System.

Ms. Murtagh then provided an overview of the project itself, which will include approximately 15 miles of water tunnels and 13 shaft sites. Tunnels will begin in Weston at the intersection of I-90 and I-95 at the end of the current redundancy, from which there will be a North Tunnel and a South Tunnel. Tunnel construction is anticipated to occur between 2028 and 2040. About 1.7 miles of the South Tunnel system and 3 shaft sites will be in Needham. Mr. Savard then provided a background of the construction sequence. Throughout the presentation, Board members asked questions about the logistics of tunnel construction and how Needham residents may be impacted.

Mr. Savard outlined the early concepts, preliminary design, and environmental impact report that the MWRA has conducted. Ongoing work includes geotechnical investigation, including various locations in Needham, as well as outreach with communities in the study area. Outreach has included establishing working groups with representatives from each community, numerous meetings with Town Management, Public Works, Public Safety/Fire, Conservation Commissions in each of the seven communities in which the tunnel will be constructed, meetings with key stakeholders, permit agencies, businesses, private property owners, and community interest groups, establishing a website and email address for questions, creating multiple factsheets, and holding public information sessions that are upcoming. Mr. Savard also showed the connection shaft sites in Needham where work will occur. Discussion ensued regarding communication with residents and the points at which residents may be impacted, including noise and pollution effects.

Work will also occur in collaboration with Eversource in order to bring new power infrastructure to the launching shaft sites, as there is currently not sufficient power supply in the Highland Avenue area to support tunnel boring machine operations. This new power infrastructure will remain after the Tunnel Program is complete. Ms. Murtagh emphasized the role of Emergency Response Coordination and the work that the MWRA is conducting with local Emergency Responders to determine what resources will be needed. Residents can learn more about the project on the Tunnel Program website: <https://www.mwra.com/mwtp.html> and <https://www.mwra.com/mwtp/resources.html#resources> for information specific to Needham. The program email address is tunnels.info@mwra.com and the Community Relations Coordinator, Carmine DeMaria, can be reached at carmine.demaria@mwra.com.

Discussion ensued with questions from Board members including debris being transported away from the construction sites, communication with residents, concerns about potential effects of earthquake tremors, and other redundancy projects in cities like New York.

6:56 p.m.

Appointment Calendar and Consent Agenda:

Motion by Ms. Frail that the Board vote to approve the Appointment Calendar and Consent Agenda.

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

APPOINTMENT CALENDAR

1.	Marie Shapiro	Human Rights Committee Term Exp: 6/30/2027
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CONSENT AGENDA

1.	Approve Open Session Minutes of January 7, 2025
2.	Approve the following donation to the Needham Public Health Division: \$10,000 from Needham Community Council for Needham's Gift of Warmth
3.	Amend Final ARPA Budget by reallocating \$86.76 from the Epidemiologist Line to the Public Health Nurse Line and \$255.75 from the Epidemiologist Line to the Mental and Behavioral Health Line.
4.	Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks and festivities on Thursday, July 3, 2025, as well as a flag raising and parade on Friday, July 4, 2025. Coordination of all activities will be made with appropriate Town Departments. (Updated list of approved events)
5.	Authorize the placement of "Go Fourth" lawn signs at the Town Hall and Public Services Administration Building from June 20, 2025 through July 4, 2025.
6.	Approve a request from John Hrones, Race Director of Needham Track Club, to hold the road event "Great Bear Run" in Needham. The event is scheduled for Sunday, May 18, 2025, starting at 10:00 a.m. The event and route have been approved by the following departments: Fire, Police, and Public Works

6:57 p.m. Director of Public Works: Sign Notice of Needham Traffic Regulation Amendment – Parking Meter Location and Regulations Amendment:
Presenter: Carys Lustig, Director of Public Works

Ms. Lustig requested that the Select Board approve an amendment to the Town of Needham Traffic Rules and Regulations, Article V, "Stopping, Standing, Parking," specifically by amending Section 5-7, "Parking Meter Locations and Regulations."

Motion by Ms. Frail that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P25-01-28 amending the Town of Needham Traffic Rules and Regulations by amending Article V, "Stopping, Standing, Parking," Section 5-7 "Parking Meter Locations and Regulations."
Second: Ms. Cooley. Unanimously approved 5-0.

6:59 p.m. Proposed Dedication of Benches:
Presenter: Paul Good, Needham Community Revitalization Trust Fund Chair

Paul Good, Chair of the Needham Community Revitalization Trust Fund, proposed to the Select Board the acceptance of two dedicated celebration benches:

- A bench dedicated to Betty Soderholm to be placed in Avery Square. This bench would replace a current, undedicated bench in the same location and be of the same design. The value of this bench is \$3,150. Mr. Good notes that this bench will be added to the newly refurbished common area in Avery Square.
- A bench dedicated to John E. Goodfellow to be placed along Amity Path. This would be a new bench and be of the same design as the wood benches already along the path. The value of this bench is \$3,100.

Board members thanked Mr. Good for the Committee's efforts and asked questions about the process for dedicating a bench, including the research process and the contributions of the various stakeholders in Town who are involved in the decisions about these functional art pieces.

7:14 p.m.

Town Manager:

Accept and Refer Zoning

Ms. Fitzpatrick reported that the Planning Board, at its meeting of January 21, 2025, voted to place the following articles on the warrant for May 2025 Annual Town Meeting:

- (1) Article 1: Amend Zoning By-Law – Multi-family Overlay District (Base Compliance Plan)
- (2) Article 2: Amend Zoning By-Law – Map Change for Multi-family Overlay District (Base Compliance Plan)

Under State law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Motion by Mr. Levy that the Board vote to accept the proposed zoning articles:

- (1) Article 1: Amend Zoning By-Law – Multi-family Overlay District (Base Compliance Plan)**
- (2) Article 2: Amend Zoning By-Law – Map Change for Multi-family Overlay District (Base Compliance Plan)**

For referral to the Planning Board for its review, hearing, and report.

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

FY2026 Budget Presentation

Ms. Fitzpatrick presented the proposed annual balanced budget for fiscal year 2026, emphasizing the budget priorities and the goal to align these with the Select Board Goals for Needham to be healthy and socially thriving, economically vital, and livable. She noted that Town Management has focused on maintaining adequate contingency funds, as well as investing in the maintenance of facilities and equipment. Additionally, she emphasized how the Town has set up the budget to withstand regular shocks that happen in local and regional markets.

Ms. Fitzpatrick then presented the Budget Overview for FY2024, FY2025, and FY2026 (as proposed). The largest categories of revenue for the Town are property taxes, free cash, state aid, and local receipts. The current estimate for free cash recertified for appropriation in FY2026 is \$19 million. The main budget driver this year is employee benefits, especially health insurance. Ms. Fitzpatrick then outlined the changes to budgets submitted by Town Departments. Ms. Fitzpatrick noted that while school enrollment itself is mostly steady since before the COVID-19 pandemic, student needs have increased. The School Department is reducing a net of 11.7 FTEs to meet the amount of revenue available in the FY2026 budget. Ms. Fitzpatrick reviewed funds and other transfers, as well as the following financial warrant articles:

- Classification & Compensation Study
- Property Tax Assistance Program
- Facilities Maintenance Program
- Forestry Maintenance Program
- Climate Action Planning
- Financial Applications

Finally, Ms. Fitzpatrick presented the changes to Submitted Capital and the estimated revenue and reserve balances for the Community Preservation Fund. Select Board members asked about predictions regarding future financial trends, such as health insurance costs, interest rates, and new financial growth. Ms. Fitzpatrick and Mr. Davison also answered questions regarding billing systems, Town and School IT, and estimates of public sector retirements.

Motion by Ms. Cooley that the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2026.

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

Town Manager Report

- The Needham Power Choice information session had excellent turnout with many individuals attending and asking questions.
- Eversource is also holding various information sessions.
- Envision Needham Center is holding walking tours and self-tours for resident feedback.

8:08 p.m. Board Discussion:

Town Manager Search Process

The Screening Committee is meeting on February 24, 2025 and interviews will be scheduled.

Committee Reports

Ms. Dowd reported that the General Bylaw Committee met and plans to review each section of the Bylaws and look for any inconsistent or unclear areas. The goal is to bring any suggestions to May 2026 Town Meeting.

Ms. Frail reported that several Select Board members and Town Administrators attended the Massachusetts Municipal Association meeting with presentations by both Ms. Fitzpatrick and Carys Lustig. Ms. Frail also reported that she attended the Needham Area Immigration Justice Task Force in cooperation with the Needham Human Rights Committee and League of Women Voters Needham on the recent and rapid changes occurring with regard to immigration.

Mr. Keane reported that he attended a Board of Assessors meeting and thanked the Board and David Davison for their efforts. He noted that there were 75 abatement applications as of yesterday.

Mr. Keane also congratulated the Needham Police Department for their recent accreditation.

8:15 p.m.

Adjourn:

Motion by Ms. Frail that the Select Board vote to adjourn the Select Board Special Meeting of Tuesday, January 28, 2025.

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

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

The next Select Board meeting is scheduled for Tuesday, February 11, 2025, at 6:00 p.m.

A video recording of the January 28, 2025 Select Board meeting can be found at https://www.youtube.com/watch?v=KAJgDQPOz6A&ab_channel=TownofNeedhamMA or at <https://www.needhamchannel.org/2025/01/needham-select-board-1-28-25/>.

Town of Needham
Travel Expense Reimbursement Policy
Benefits Administration #510

1. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for payment and reimbursement of expenses relating to approved in-state and out-of-state conferences and meetings. Regulations governing employee personal automobile use are contained in Personnel Policy #509.

2. APPLICABILITY

All General Government employees are subject to the provisions of this policy.

3. DEFINITIONS

Refer to Policy #100 Definitions for commonly used words and phrases.

4. POLICY

It is the policy of the Town of Needham to reimburse employees for reasonable expenses which they incur as a result of attending conferences or meetings on behalf of the Town. Employees will be reimbursed for reasonable expenses after submission of the appropriate documentation. Reimbursement for alcoholic beverages is prohibited by M.G.L. c. 44 Section 58.

The method(s) of submitting requests for reimbursement shall be consistent with Finance Department procedures and this policy. The Finance Department will update the reimbursement request form as needed to satisfy the requirements of this policy and Massachusetts General Laws.

5. PROCEDURES

5.1 Travel Procedures

Employees will be reimbursed for in-New England travel only when such travel has been approved in advance by the Department Manager. All out-of-New England travel must be approved in advance by the Town Manager. Evidence of advance approval must be included with the Travel Expense Reimbursement Form and/or registration. All purchases should be made in the most fiscally responsible manner.

Employees are encouraged to purchase trip insurance for airfare. This is a reimbursable expense.

5.2 Conferences and Seminars

The Town will pay for approved conferences and seminars. Employees authorized to attend a conference, or seminar should submit conference registration forms/invoices on the appropriate payment voucher. Alternatively, the employee may pay for the approved conference or meeting directly and will be reimbursed after completing the Travel Expense Reimbursement Form. A receipt must be included with the Form. The Finance

Department will only approve the use of manual checks to pay for conferences and seminars in extraordinary circumstances.

In accordance with Massachusetts General Law 44, Section 58, employees will not be reimbursed for alcoholic beverages. In addition, other non-reimbursables expenses include social events at conferences (such as golf tournaments or recreational tours), entertainment expenses (i.e. hotel movies), first-class/business class trips or upgrades, third-party deliveries fee (e.g. Door Dash, Uber Eats), tips, credit card fees, personal phone calls, laundry, traffic fines, parking tickets, family/companion expenses or personal trip insurance.

5.3 Lodging

If an employee is required to lodge while traveling, reimbursement should cover only the employee's cost of lodging and should not extend to any family members or other travel companions. Reimbursement may include incidentals such as the use of telephones, internet/Wi-Fi, and fax machines (if necessary).

Lodging expenses for stays less than 20 miles from the employee's home location must be approved in advance by the Town Manager.

5.4 Miscellaneous Expenses

The Town will reimburse employees for reasonable miscellaneous expenses such as travel to and from airports, parking, and travel within the conference destination (such as taxi cabs, ride share services, shuttles, or buses) with receipts.

5.5 Use of Personal Credit Cards

Employees may use personal credit cards to pay for travel-related expenses if there is no appropriate mechanism for the Town to be billed directly for the expense. The Town will not pay for finance charges associated with credit card purchases of travel arrangements or other travel expenses.

5.6 Meals

5.6.1 Employees shall be reimbursed for meal expenses in accordance with the following schedule. Employees need not submit receipts for meals purchased.

Meal	Maximum Allowance	Applicable Period
Breakfast	\$15.00	on work status before 7:00 a.m.
Lunch	\$17.00	on work status from 8:30 a.m. to 5:00 p.m.
Dinner	\$30.00	on work status after 5:00 p.m.

5.6.2 For example, an employee who arrives at a workshop prior to 7:00 a.m. will be entitled to the breakfast allowance for that day (the most common users of the

breakfast allowance will be employees attending overnight conferences). An employee who is at a conference for a full day (or days) will be entitled to a lunch allowance for that day if lunch is not included and paid as part of the conference registration. Finally, an employee who is at a conference which runs past 5:00 p.m. will be entitled to dinner allowance for that day. An employee eligible for both the breakfast and dinner allowance in a given day will automatically be entitled to the lunch allowance except as provided above. The maximum daily meal, including tax, is \$62.00.

- 5.6.3 If a conference includes function meals, such as closing banquets, special luncheons, etc., the Town will reimburse the full cost of such a meal. Program information detailing the cost of the special function meals should be submitted with the reimbursement request if the meal was not included in the registration fee. In the event that the Town reimburses or pays directly for a meal as part of a registration fee, the employee shall not be entitled to a meal allowance for that meal.
- 5.6.4 Reimbursement for meal alternatives even when the program provides meals due to personal circumstances, is allowed up to the maximum allowance for each meal, provided a copy of the receipt for payment is included with the reimbursement request.
- 5.6.5 Employees attending partial day workshops will not be eligible for meal reimbursements unless the meal is included in the conference registration.

5.7 Complying with Travel Policy

Employees who violate travel policies will be held directly responsible for their actions. Consequences of disregarding Town travel regulations may include revocation of travel privileges, reparation payments, suspension, or termination. Moreover, improper documentation of otherwise valid travel expenditures creates the appearance of fraud, waste, or abuse and may result in similar consequences. The following section presents suggestions for employees when complying with travel policies. While these suggestions will assist employees to avoid the appearance of fraud, waste, or abuse in travel expenditure, they are not a replacement for individual employees being aware of the Town's specific policies related to travel expenses.

In most cases, a reimbursement form or other travel voucher issued by the Town must be submitted and signed by the Department Manager and when applicable, the Town Manager/designee, to receive reimbursement. Misrepresenting expenses and intentionally submitting false claims is fraudulent and could result in criminal penalties and could include disciplinary action up to and including termination.

5.8 Reimbursement

- Employees traveling together should fill out reimbursement requests separately, being careful not to overlap requests.
- Employees must sign all reimbursement requests.

- All expenses must be business related.
- Receipts should be attached to all travel expense reimbursement (except meals) requests. All requests should be itemized and dated. In addition, names of the persons who are included in the bill should be listed on the back of the receipt to avoid multiple reimbursements for the same expense.
- Travel approvals MUST be attached to the reimbursement request.
- Employees should submit travel reimbursement requests that identify the reason for the travel and benefits derived from such travel.
- Business associates, vendors, or family members accompanying an employee traveling for business purposes are not eligible for travel reimbursement costs.
- Employees are encouraged to submit reimbursements requests within a month of incurring the expenditure. If the travel reimbursement is close to the fiscal year end, a purchase order must be submitted for a place holder of the expenditures. If an expenditure crosses fiscal years and no purchase order exists, then the expense must go to Town Meeting to be approved before it can be reimbursed.

5.9 Ethical Considerations

- Section 3 of Massachusetts General Law (M.G.L) Chapter 268A prohibits state, county, or municipal employees from soliciting or accepting anything of substantial value for or because of any official act they have performed or will perform. This section of the law also prohibits the giving or offering of anything of substantial value to public employees for or because of their official position, even to express gratitude or goodwill. The State Ethics Commission has determined that anything worth fifty dollars (\$50.00) or more is always of substantial value for purposes of conflict of interest law.
- Acceptance of numerous items that are less than “substantial value” (\$50.00) may establish a pattern of gift giving from a private party or entity, hence violating Section 3 of the M.G.L 268A. Therefore, it is best for employees to avoid all gifts, discounts, or benefits from vendors or other private parties.

5.10 Other Circumstances

This policy is meant to cover the most common types of expenses related to employee travel. The Town Manager may approve other reimbursements not explicitly covered by this policy if it is in the best interest of the Town to do so, and if reimbursement for such expenses is not expressly prohibited by local by-law or Massachusetts General Law