BOARD OF SELECTMEN
January 11, 2011
Needham Public Services Administration Building
Agenda

	6:45	Informal Meeting with Citizens
1.	**7:00**	Director of Public Works ▪ Snow & Ice Program Planning
2.	**7:30**	Town Manager ▪ Open Annual Town Meeting Warrant ▪ Project Update ▪ Capital Facility Update ▪ Call for Special Town Meeting
3.	**7:50**	Board Discussion ▪ MMA Annual Business Meeting
4.	**8:00**	Minuteman Regional Agreement Proposal ▪ Dr. Ed Bouquillon, Superintendent

CONSENT AGENDA *=Backup attached

1.*	Approve amended minutes from February 9, 2010, which now reflect the approved Board of Appeals fee of $500 for Special Permit/All others.
2.	Accept the following donation to the Needham Fire Department to help fund its Student Awareness of Fire Education program: Ms. Sara Romer & Mr. Andrew Kaplan - $100
3.	Accept donations made to the Needham Revitalization Trust Fund from the following residents: Anita P. Olson - $50; Daniel P. Matthews - $100.
4.	Accept the following donations received to the Needham Health Department's Gift of Warmth Fund: Congregational Church of Needham- Outreach Committee - $2,000; Shahin S. Sagafi - $200; Mary Clare Siegal- $100; Saint Joseph's Guild- $350; Christ Episcopal Church- $750; Carter Memorial Methodist Church- $2,500; First Church of Christ, Scientist- $100.00; and Rabbi Carl M. Perkins of Temple Aliyah- $180
5.	Accept the following donations received to the Council on Aging: First Baptist Church- $500; the Andrews family- $25; the Cruickshank family- $50; the Gesner family- $100; the Burbank family- $275; Low Vision Group- $60; the Aronson family- $100; the DeLemos family- $100; Wingate- $50; the Hicks family- $200; the Gilbert family- $50; and a $125 miscellaneous donation. Also accept the amount of $1,556.60 in miscellaneous donations for Transportation for the Council on Aging.
6.*	Water & Sewer Abatement Order No. 1117
7.	Accept the following donations made to the Needham Park and Recreation Commission for the planting of a tree at Perry Park in memory of Davis Johnson: Richard Fernandez- $100, Brian Dies- $50, Roger Cunningham- $100, George Megaloudis- $30, Nancy C. Smith- $100, Johnathan Fox- $50, Betsy Harris- $50, Tina Souza- $50, Larissa Drayer- $45, Kristine Sullivan- $50, Adam Dephoure- $50, Michael Mockus- $25, Paul Flack- $25, and Parent Talk- $100.
8.	Accept donation of $50.00 made to the Police Department for a child safety seat installation from Maile Naylor of 226 Fuller Street, Newton, MA 02465.

Board of Selectmen

AGENDA FACT SHEET for 1/ 11 /11

Agenda Item: 1. FY 2011 Snow & Ice Program Update

Presenter(s): **Richard P. Merson, DPW Director**
Robert A. Lewis, Assistant DPW Director

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1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Department of Public Works will provide an overview of the Town's Snow & Ice Program for 2011 to date through New Year's Day. The Department has responded to four (4) weather events ranging from black rain to a 17" plus blizzard. The snowfall total for these events is 20.25 inches

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one)

Suggested Motion:

NONE

3. BACK UP INFORMATION ATTACHED:

1. Snow & Ice Storm Log for FY2011
2.
3.

4. SIGN OFF/APPROVAL REQUIRED: (circle one)

a. Town Manager	Yes	No	NA	________
b. Town Counsel	Yes	No	NA	________
c. Finance Director	Yes	No	NA	________
d. Town Accountant	Yes	No	NA	________

Staff use: Disposition by BOS:

Action taken: ________ Present on future Agenda: ________

Refer to/Inform: ________ Report back to BOS by: ________

FILE

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT
SNOW AND ICE STORMS
FOR FY 11

EVENT #	DATE	DAY OF WEEK	TYPE OF STORM	DEPTH INCHES	DURATION HOURS	ACTION TAKEN	STORM TOTAL $
1	12/12/2010	Sun.	Rain/Sleet	0	2.50 hrs	Salt Shift 2	$5,054.46
2	12/20-12/21/10	Mon/Tues	Snow	1.50"	20 hrs	Salt Shift 1 & Salt Shift 2	$29,632.24
3	12/22-12/23/10	Wed/Thur	Snow	1.25"	18 Hrs	Salt Shift 1 & Modified Plow	$15,018.18
4	12/26-12/27/10	Sun/Mon	Snow	17.50"	27 hrs	Full Plow, Salt Shifts 1 & 2	$149,657.98
4a	12/28/10	Tues.	Snow Removal	0	10 hrs	DPW & Contractors	$20,919.00
							$220,281.86

Sub-Total Snow Inches ______

cc:RPM, LM, RFH, EL & JC-Pay Items
Asst. Parking Clerk w/Weather Reports

snowIceLog FY11

Board of Selectmen

AGENDA FACT SHEET for 1/11/2011

Agenda Item: Open Annual Town Meeting Warrant

Presenter(s): Kate Fitzpatrick, Manager

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1. **BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**:

The Board will open the warrant for the 2011 Annual Town Meeting to be held at the Newman School. Requests for warrant articles are due by Monday, February 7th.

2. **VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

Suggested Motion: That the Board vote to open the warrant for the 2011 Annual Town Meeting.

3. **BACK UP INFORMATION ATTACHED:**

   a. Preliminary List of Warrant Articles (1/1/11)

4. **SIGN OFF/APPROVAL REQUIRED:**

a.	**Town Manager**	**yes**	**no**	**NA**	____________
b.	**Town Counsel**	**yes**	**no**	**NA**	____________
c.	**Finance Director**	**yes**	**no**	**NA**	____________
d.	____________	**yes**	**no**	**NA**	____________

Disposition by BOS
Action taken: ____________ **Present on future Agenda:** ____________

Refer to/Inform: ____________ **Report back to BOS on:** ____________

Prepared by kpf

Preliminary List of Warrant Articles
2011 Annual Town Meeting
1.11.11

Annual Town Election	
Committee and Officer Reports	Board of Selectmen

ZONING/LAND USE ARTICLES

Non-Betterment Street Acceptance – Farley Pond Lane	Board of Selectmen
Non-Betterment Street Acceptance – Great Plain Avenue	Board of Selectmen
Betterment Street Acceptance – Booth Street	Board of Selectmen

HUMAN RESOURCES ARTICLES

Establish Elected Officials' Salaries	Personnel Board
Fund Collective Bargaining Agreement – DPW	Board of Selectmen
Fund Collective Bargaining Agreement – ITWA	Board of Selectmen
Fund Collective Bargaining Agreement – PFD	Board of Selectmen
Fund Collective Bargaining Agreement – Dispatchers	Board of Selectmen
Fund Collective Bargaining Agreement – Police	Board of Selectmen

GENERAL ARTICLES

Accept the provisions of Section 19 of Chapter 188 of the Acts of 2010/ M.G.L. COLA base (placeholder)	Retirement Board
Amend General By-law/Board of Health Regulations	Board of Health
Amend the Minuteman Regional Vocational and Technical School District Agreement	Board of Selectmen

COMMITTEE ARTICLES

CITIZENS' PETITIONS

FINANCE ARTICLES

Transfer of Budgetary Fund Balance	Board of Selectmen
Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
Appropriate for Senior Corps	Board of Selectmen
Appropriate for Compensated Absences Fund	Board of Selectmen
Appropriate for Needham Property Tax Assistance Program	Board of Selectmen
Appropriate for Workers Compensation Reserve Fund	Board of Selectmen
Appropriate for ASP Financial Application Evaluation	Board of Selectmen
Appropriate for Building Inspection Registration Program	Board of Selectmen
Appropriate the FY2012 Operating Budget	Finance Committee
Appropriate the FY2012 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee

Appropriate the FY2012 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2012 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
Continue Departmental Revolving Funds	Board of Selectmen
Authorization to Expend State Funds for Public Ways	Board of Selectmen

COMMUNITY PRESERVATION ACT ARTICLES (CPC=Community Preservation Committee)

Appropriate to Community Preservation Fund	CPC

CAPITAL ARTICLES

Rescind Debt Authorizations	Board of Selectmen
Appropriate for General Fund Cash Capital	Board of Selectmen
Appropriate for Fire Engine	Board of Selectmen
Appropriate for High School "C" Building Roof	Board of Selectmen
Appropriate for Public Works Infrastructure Program	Board of Selectmen
Appropriate for Cricket Field Building Feasibility Study	Board of Selectmen
Appropriate for RTS Enterprise Fund Cash Capital	Board of Selectmen
Appropriate for RTS Large Specialty Equipment	Board of Selectmen
Appropriate for Sewer Enterprise Fund Cash Capital	Board of Selectmen
Appropriate for Wastewater Pump Station Design - Reservoir B	Board of Selectmen
Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen

TOWN RESERVE ARTICLES

Appropriate to Capital Improvement Fund	Board of Selectmen
Appropriate to Capital Facility Fund	Board of Selectmen
Appropriate to Stabilization Fund	Board of Selectmen & Finance Committee
Omnibus	Board of Selectmen

Board of Selectmen

AGENDA FACT SHEET for 1/11/2011

Agenda Item: On-going Project Update

Presenter(s): Kate Fitzpatrick, Town Manager

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1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

I will provide the Board with an update on several on-going projects, including the MBTA parcel transfer, the property at 174 Charles River Street, the property at Carol-Brewster, and the like.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

Discussion Only

3. BACK UP INFORMATION ATTACHED:

4. SIGN OFF/APPROVAL REQUIRED:

a.	**Town Manager**	**yes**	**no**	**NA**	________
b.	**Town Counsel**	**yes**	**no**	**NA**	________
c.	**Finance Director**	**yes**	**no**	**NA**	________
d.	________	**yes**	**no**	**NA**	________

Disposition by BOS
Action taken: ________ **Present on future Agenda:** ________

Refer to/Inform: ________ **Report back to BOS on:** ________

Board of Selectmen

AGENDA FACT SHEET for 1/11/2011

Agenda Item: Capital Facility Update

Presenter(s): Kate Fitzpatrick, Town Manager

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1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

I will provide the Board with an update on the on-going facility projects, including: Newman relocation to Pollard, Pollard Roof, Pollard Condition Assessment, Town Hall, & Senior Center.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

Discussion Only

3. BACK UP INFORMATION ATTACHED:

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	______
b.	Town Counsel	yes	no	NA	______
c.	Finance Director	yes	no	NA	______
d.	______	yes	no	NA	______

Disposition by BOS

Action taken: ______ **Present on future Agenda:** ______

Refer to/Inform: ______ **Report back to BOS on:** ______

Board of Selectmen

AGENDA FACT SHEET for 1/11/2011

Agenda Item:	Call for Special Town Meeting
Presenter(s):	Kate Fitzpatrick, Town Manager

1. **BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:**

   The School Committee and Permanent Public Building Committee have continued to evaluate options for access, parking and traffic at the Pollard School site given the relocation of children from the Newman School for the 2011/2012 school year. As noted at the November, 2010 Special Town Meeting, funding of the project would have to occur in the winter of 2011 in order for work to be complete by September, 2011. In order to provide Town Meeting Members with ample time to plan for a Special Town Meeting, I suggest that that the Board call for a Special Town Meeting to be held on Monday, March 14, 2011.

2. **VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)**

   Suggested Motion: That the Board call for a Special Town Meeting to be held on March 14, 2010 at the Newman School.

3. **BACK UP INFORMATION ATTACHED:**

   None

4. **SIGN OFF/APPROVAL REQUIRED:**

a.	**Town Manager**	**yes**	**no**	**NA**	______
b.	**Town Counsel**	**yes**	**no**	**NA**	______
c.	**Finance Director**	**yes**	**no**	**NA**	______
d.	______	**yes**	**no**	**NA**	______

Disposition by BOS
Action taken: ______ **Present on future Agenda:** ______

Refer to/Inform: ______ **Report back to BOS on:** ______

Prepared by kpf

Board of Selectmen

AGENDA FACT SHEET for 1/11/11

Agenda Item: Board Discussion – MMA Resolutions

Presenter(s): Board Discussion

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1. **BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:**

The Board will discuss resolutions to be discussed at the MMA Annual Business Meeting to be held January 22, 2011 relative to transportation finance and administration and health insurance plan design authority.

2. **VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one)**

BACK UP INFORMATION ATTACHED:

a. Proposed Resolution on Transportation Finance and Administration
b. Proposed Resolution Calling for Health Insurance Plan Design Authority for Cities and Towns

4. **SIGN OFF/APPROVAL REQUIRED:**

a.	**Town Manager**	**yes**	**no**	**NA**	____________
b.	**Town Counsel**	**yes**	**no**	**NA**	____________
c.	**Finance Director**	**yes**	**no**	**NA**	____________

Disposition by BOS
Action taken: ____________ **Present on future Agenda:** ____________

Refer to/Inform: ____________ **Report back to BOS on:** ____________

Proposed Resolution on Transportation Finance and Administration

Whereas, the cities and towns of Massachusetts have the responsibility of maintaining in safe and passable condition more than 90 percent of all roadways in the Commonwealth, and a large and growing inventory of bridges, sidewalks and intersections; and

Whereas, well-constructed and properly maintained roadways are an essential part of a healthy and growing economy and are necessary to ensure the safety of Massachusetts motorists, cyclists, and pedestrians, and all others who travel in our state; and

Whereas, local property tax revenues collected under the strict limits of Proposition 2 1/2 are necessary to support local schools and other vital municipal services and are not sufficient to fund local roadway programs; and

Whereas, the state levies a 21-cent-per-gallon gas tax (adopted in 1991) for the purpose of supporting state and local transportation programs; and

Whereas, the current Chapter 90 authorization remains at approximately the same amount of more than a decade ago and has not been adjusted to keep pace with increases in the cost of materials and labor; and

Whereas, the Massachusetts Transportation Finance Commission, created by the Legislature, found that the Chapter 90 program has been under-funded, with a 20-year gap of more than $1 billion; and

Whereas, the cities and towns of Massachusetts need an adequate amount of Chapter 90 authorizations in order to meet the local roadway needs [MMA analysis has determined that the actual need is at least $300 million annually]; and

Whereas, the Chapter 90 bond authorization in the 2008 state transportation bond act is nearly exhausted; and

Whereas, the President is expected to file a transportation funding proposal next year to extend and update the federal surface transportation act (SAFETEA-LU);

Therefore it is hereby resolved by the members of the Massachusetts Municipal Association as follows:

• The state must fairly share gas tax collections with the cities and towns of Massachusetts to help pay for local road projects; and

• The governor and the Legislature must make enactment of a new state transportation bond act an early priority in the 2011-2012 legislative session, with a three-year Chapter 90 authorization of not less than $900 million; and

• The governor should take action to permanently schedule at least $300 million annually in the state's ongoing five-year capital spending plan; and

• The governor should distribute at least $300 million in Chapter 90 spending authorizations in fiscal 2012, supported by a new state transportation bond act; and

• The Massachusetts Department of Transportation should distribute Chapter 90 "availability of funds" letters and contracts for fiscal 2012 by April 1 prior to the construction season; and

• The Massachusetts Department of Transportation's Highway Division should rescind the "cost overrun" policy that assigns responsibility to the host city or town for overruns of more than 10 percent on local projects for which the Department of Transportation has taken control; and

• The President should propose and Congress should reauthorize a six-year federal transportation funding act (SAFETEA-LU), including an adequate level of federal funding for Massachusetts projects and programs and a meaningful role for local governments in transportation planning; and

• The new federal transportation law must provide more federal regulatory flexibility to allow local governments to use federal highway and transit funds in ways that best meet local needs, provide small cities and rural communities with the option to receive funds directly, allow municipalities to set their own priorities in transportation investment, and provide cities and towns with greater voice and flexibility in influencing transportation plans that satisfy local needs and objectives; and

• A copy of this resolution shall be presented to the governor, the members of the Massachusetts Legislature, and the members of the Massachusetts Congressional delegation on behalf of the cities and towns of the Commonwealth.

Proposed Resolution Calling for Health Insurance Plan Design Authority for Cities and Towns

Whereas, the Commonwealth of Massachusetts is facing a deep and abiding fiscal crisis caused by the worst national and global recession in the past 70 years; and

Whereas, local aid to cities and towns has been dramatically reduced by the Commonwealth for three years in a row, forcing deep cuts in essential municipal services, eliminating thousands of municipal workers, and increasing reliance on the regressive property tax; and

Whereas, the cost of health care delivery continues to increase faster than inflation, driving up the cost of health insurance for all private and public employers, and the problem is so severe that for many cities and towns the increase in costs exceeds the annual allowable increase in the property tax levy; and

Whereas, the likelihood of a fourth year of local aid reductions combined with ever-increasing health insurance costs will guarantee further service reductions and municipal job losses; and

Whereas, municipal health insurance plan design is woefully misaligned when compared with the Commonwealth's plan design, and especially when compared with private-sector health insurance plan design; and

Whereas, cities and towns in Massachusetts have been denied the authority to manage and decrease taxpayer-funded health insurance costs because of a restrictive state law that requires municipalities to collectively bargain and obtain union approval for even the most basic changes in the design of health insurance plans, including co-pays, deductibles and other features; and

Whereas, the Commonwealth of Massachusetts has exempted itself from any such collective bargaining restrictions or requirements and has routinely managed and reduced its own health insurance costs for state employees through unilaterally determined plan design changes to co-pays and deductibles; and

Whereas, every news organization that has editorialized on the issue of plan design has supported the MMA position to exempt local plan design decisions from collective bargaining; and

Whereas, private-sector business and taxpayer advocacy groups such as the Massachusetts Taxpayers Foundation, Associated Industries of Massachusetts, The Boston Foundation, and the Business Roundtable have supported the MMA position; and

Whereas, the municipal labor unions have steadfastly refused to accept any compromise that would alleviate this problem and have continued to deny that the problem even exists; and

Whereas, continuing to deny cities and towns the same management authority that the Commonwealth of Massachusetts uses to reduce health insurance costs will force municipalities and local taxpayers to continue to pay an unnecessarily high share of local budgets for health benefits, will force cities and towns to eliminate municipal positions from the workforce, and will further cut the essential education, public safety, public works and other core services that are vital to future economic growth and are rightly expected by the citizens of our communities;

Therefore it is hereby resolved by the members of the Massachusetts Municipal Association as follows:

• The cities and towns of the Commonwealth hereby call upon the governor and the Legislature to recognize that the time for real reform has come and that real reform must happen early in 2011 in order to avoid profound service reductions and job loses, and that further delay will harm the taxpayers, residents and the economic future of Massachusetts; and

• The cities and towns of the Commonwealth must be given the same authority that the state has to change, update and modernize the design of municipal health insurance plans; and

• The cities and towns of the Commonwealth must be provided with the authority to determine plans and change health insurance co-pays and deductibles at least up to the level of the co-pays and deductibles in comparable plans that the Commonwealth offers to its own employees; and

• A copy of this resolution shall be presented to the governor and the members of the Legislature on behalf of the cities and towns of the Commonwealth.

Board of Selectmen

AGENDA FACT SHEET for 1/11/2011

Agenda Item:	Discussion of Regional Agreement - Minuteman School
Presenter(s):	Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational & Technical High School

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1. **BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**:

Dr. Bouquillon will update the Board on the status of the Regional Agreement Task Force and proposed action that the School District will request of the 16 towns in the Minuteman School District. The District will likely seek Town Meeting action to amend the Agreement this spring.

2. **VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)**

3. **BACK UP INFORMATION ATTACHED:**

   a. **November, 2010 DRAFT** Regional Agreement Task Force Report to the Minuteman Regional Vocational School District Committee

4. **SIGN OFF/APPROVAL REQUIRED:**

a.	**Town Manager**	**yes**	**no**	**NA**	______
b.	**Town Counsel**	**yes**	**no**	**NA**	______
c.	**Finance Director**	**yes**	**no**	**NA**	______
d.	______	**yes**	**no**	**NA**	______

Disposition by BOS
Action taken: ______ **Present on future Agenda:** ______

Refer to/Inform: ______ **Report back to BOS on:** ______

Prepared by kpf

REGIONAL AGREEMENT TASK FORCE

Report to the Minuteman Regional Vocational School District Committee

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.

Regional Agreement Task Force

OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL COMMITTEE

EXECUTIVE SUMMARY

The Regional Agreement Task Force (RATF) was formed in January 2010 by the Minuteman Regional Vocational and Technical School Committee (SC) as an independent body authorized to review and provide recommendations to the District Agreement. This report outlines the process, recommendations and suggests strategies for communicating to the community at large.

ENVIRONMENTAL SCAN

The District Goal is to renovate our existing structure in order to create a "state of the art" career and technical education (CTE) center that provides all of our learners (high school, post-grads, adults, area workforce) with relevant academic and technical training in a safe and healthy environment. Our existing and planned educational programming is delivered by an active professional learning community that values self-discipline, instills confidence, demonstrates leadership and strives for success. Renovation will give us the capacity to serve our 16 member towns and provide workforce development programming to serve the high tech industrial corridor of Route 128. Minuteman will finally harmonize the public interface of our facilities with the educational programming associations we have developed in the community.

ROLE OF THE REGIONAL AGREEMENT TASKFORCE

The charge of the RATF was to examine the Regional Agreement and its impact on member and non-member enrollment, the current membership and associated capital and operating contribution requirements, and to review options for representation available within Massachusetts General Law. In addition the regional Agreement was reviewed in light of supporting the addition of new communities. The process for amending the Regional Agreement was reviewed and critical communication strategies outlined.

Members

Allan Tosti/Arlington
Patricia Walrath/Stow
Henry Hall/Belmont
Thornton Ash/Carlisle
Peter Gossels/Wayland
Norman Cohen/Lexington
Orlando Pacheco/Lancaster

Advisory Members

Jeff Stulin/Minuteman School Committee, Needham
Ford Spalding/Minuteman School Committee, Dover
John Fallon/Boxborough
Dave Tobin/Consultant
Camie Lamica/Director of Business and Operations
Dr. Edward Bouquillon/Superintendent-Director. Minuteman

PROCESS OVERVIEW

Commencing March 2010, The Regional Agreement Task Force met on a monthly basis. In accordance with Open Meeting Law, all meetings were posted with District Town Clerks and all documents are available to the public. The Regional Agreement Task Force was appointed by the Minuteman School Committee to consider and make recommendations regarding amendments to the District Agreement. The RATF during its meetings, studied a multitude of financial models based upon the best economic information available at the time. As recommendations were formulated the impact on all communities were considered carefully. As needed, a variety of consultants were engaged to provide legal, financial, and political advice.

Upon an affirmative vote from the School Committee, Minuteman will submit an Article corresponding to recommendations from this report to the 16 member towns to include on corresponding town warrants during Town Meeting season.

At the conclusion of this process, a summary of the RATF recommendations and copy of the final District Agreement must be submitted to the Massachusetts School Building Authority (MSBA) no later than July 1, 2011 in order for the Feasibility Study Agreement to move forward. This will allow for outlining of the scope, budget, and schedule for the study, and the hiring of consultants and an Owner's Project Manager.

REVIEWED AND ACTION RECOMMENDED

Change in Apportionment of Capital Costs

The RATF recommends that capital costs be apportioned to the member towns annually for the ensuing fiscal year in the following manner. Each member town shall be assessed three percent of the total budgeted capital costs for the year of apportionment. The remaining budgeted capital costs shall be apportioned among member towns based on each town's pupil enrollment in Minuteman as of October 1 of the preceding fiscal year, a three-year rolling average formula would be implemented. The current 5 pupil minimum enrollment apportionment would remain.

Change in the Annual Operating Assessment

The RATF recommends that beginning in Fiscal Year 2013, all operating costs shall be apportioned to the member towns in the following manner. Each member town shall be assessed based on the ratio of each member town's respective annual average pupil enrollment at Minuteman as of October 1 of the preceding fiscal year and that the three year rolling average for pupil enrollment shall be used. A 5 pupil minimum enrollment apportionment is also recommended.

Costs to Post-Graduate Students

The RATF recommended and the Minuteman School Committee voted in September of 2010 to implement tuition for in-district Post-Graduate students. Member Post Graduate tuition rates will be set based upon the previous year's operational costs of the program. Individual member post graduate students will be charged 25% of the average program operating cost in Fiscal Year 2012 and 50% of the average program cost in Fiscal Year 2013. The impact of these tuition increases will be analyzed prior to considering future post graduate tuition increases.

REVIEWED AND NO ACTION RECOMMENDED

Options for School Committee Representation

The RATF discussed and explored options as related to changing the current voting structure of the School Committee. The RATF considered and discussed the five options offered under Chapter 71 of the General Law. Impediments to full participation were identified should the voting structure change. Other concerns included the differences in town size, the likely disincentive for smaller towns to participate, difficulty in attracting new members, and garnering consensus from 16 towns. The Task Force concluded that recommendations previously made regarding assessment and budget issues were sufficient to address issues of proportionality among existing members.

Opportunities for New and Existing Membership

The RATF explored ideas regarding the addition and withdrawal of member towns and possibly cities as part of a discussion involving amending the District Agreement, enrollment at Minuteman, and Chapter 71, Section 16(d) of General Laws dealing with a vocational school district's ability to incur debt. The Task Force concluded that revisions to the current agreement could delay the addition of new members and could act as a disincentive; therefore, it was recommended that no action be taken to change the current process for withdrawal of membership, which requires unanimous consent from all members.

MOVING FORWARD

Communication Strategies

Regional school agreements are complex and the RATF recognizes that communicating these recommendations is essential as the School Committee moves forward with the Massachusetts School Building Authority. The proposed amendment to the District Agreement is to be included in one article and moved in its entirety. As a whole, the recommendations provide advantages and disadvantages to be considered collectively.

Enrollment Issues

The RATF discussed the importance of enrollment issues at Minuteman as related to new and existing district members, relationships with other vocational school districts, and the Massachusetts School Building Authority's Feasibility Study Agreement. As of October 1, 2010 enrollments have increased significantly in the freshman class from member communities. While this is an encouraging sign, the full Enrollment Study will continue to inform the District and its members as the study is completed this Fall. The RATF agrees to review and comment on the enrollment study being conducted for Minuteman.

DRAFT ARTICLE LANGUAGE

Article: To see if the Town will vote to approve the following amendment to the regional school District Agreement governing the operations of the Minuteman Regional Vocational and Technical School District:

The Agreement with Respect to the Establishment of the Minuteman Regional Vocational and Technical School District adopted June 18, 1970, as amended and supplemented to the date hereof (the "Agreement") is hereby amended as follows:

Section 1. Section IV(D) of the Agreement is amended in its entirety to read as follows:

(D) Apportionment of Capital Costs

Capital costs shall be apportioned to the member towns annually for the ensuing fiscal year in the following manner. Each member town shall be assessed three percent of total budgeted capital costs for the year of apportionment. The remaining budgeted capital costs not apportioned in accordance with the preceding sentence shall be apportioned among the member towns by computing the ratio which each member town's average pupil enrollment in the regional district school on October 1 of each of the three the fiscal years next preceding the fiscal year for which the apportionment is determined bears to the total average pupil enrollment from all the member towns on the said date, provided, however, that no member town have an enrollment for purposes of this computation of less than 5 pupils. For the purpose of this subsection, in computing this apportionment the "persons" referred to in subsection IV(F) shall not be included. Capital costs represented by debt service shall be apportioned as a capital cost of the fiscal year in which the debt service falls due.

Section 2. Section IV (E) of the Agreement is amended in its entirety to read as follows:

(E) Apportionment of Operating Costs

All operating costs shall be apportioned to the member towns on the basis of the ratio that each member town's respective annual average pupil enrollment in the regional district school as of October 1 of each of the three fiscal years preceding the fiscal year of apportionment bears to total average pupil enrollment in the regional district school over the same such period of time, provided, however, that no member town have an enrollment for purposes of this computation of less than 5 pupils.

Section 3. Section IV (H) of the Agreement is amended in its entirety to read as follows:

(H) Apportionment of Costs to New Member Towns

Except as otherwise provided in this subsection, capital costs and operating costs shall be apportioned in accordance with subsections IV(D), (E), and (F) to towns admitted to the District pursuant to the provisions of section VIII. In the first fiscal year in which the admission of a new member town is effective, the town shall pay as its share of the capital costs and operating costs for such fiscal year, an amount equal to what the member town would pay if the pupils from the town enrolled in the regional district school were tuition pupils. After the first fiscal year in which the admission of a new member town is effective, the town's share of capital costs and operating costs shall be determined in accordance with section IV of this Agreement, except that until such new member town has been a member of the district for three fiscal years, its share of operating costs shall be determined on the basis of actual pupil enrollment, rather than on a three year average basis.

Section 4. The balance of the Agreement shall remain unchanged.

ATTACHMENTS

Included are the Agendas and Minutes of all Regional Agreement Task Force meetings held to date.

February 9. 2010 Minutes

Carey responded that the application is in anticipation of land that may soon be for sale. Ms. Howard stated an application has also been received from Needham Opportunities, Inc., requesting $2,500,000 to acquire property for development of affordable housing and community access to recreation land. Ms. Howard commented that while this application is still under consideration, it is likely to be withdrawn.

Ms. Garlick inquired about the timeline. A public hearing will be held March 10, 2010 and a vote will be taken by the CPC on March 25, 2010. Ms. Carey stated the issue will then be taken up by the Finance Committee and the Board of Selectmen at the end of March.

Mr. Matthews asked the CPC continue to update the Board of Selectmen on additional applications, or if there are any material changes to applications already filed.

7:20 p.m. Town Manager:
Ms. Fitzpatrick appeared before the Board with 5 items for consideration:

1. Zoning Board of Appeals Fee Increase Proposal:
Ms. Fitzpatrick asked the Board to consider the Zoning Board of Appeals' proposal to increase application fees. Ms. Fitzpatrick stated the proposed fees are consistent with surrounding communities and more accurately reflect the cost of issuance. Ms. Fitzpatrick said the Zoning Board also proposes to require applicants to pay for the cost of publishing legal notices, which is a common practice in the Town in other departments. Ms. Fitzpatrick summarized the existing fee structure and the proposed fees.

Motion by Mr. Wasserman that the Board vote to endorse the following changes to application fees for the Board of Appeals:

Appeal from the action of the Building Inspector:	**$200**
Permit for a Variance	**$200**
Special Permit/single family dwelling	**$200**
Special Permit/all others:	~~**$200**~~ S/B $500
Application to amend, modify, or transfer:	**$200**

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

2. Initiate and Refer Zoning Amendment:
Ms. Fitzpatrick stated Attorney Roy Cramer, on behalf of Steve Levin of Continental Wingate Development Company, has requested that the Board of Selectmen initiate an amendment to the Zoning By-law to create an Elder Services Zoning District. Ms. Fitzpatrick stated a referral to the Planning Board at this time would allow for the inclusion of an article in the Special Town Meeting warrant, if appropriate.

Board of Selectmen

AGENDA FACT SHEET for 2/9/2010

Agenda Item:	Zoning Board of Appeals Fee Increase Proposal
Presenter(s):	Kate Fitzpatrick, Town Manager

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1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Zoning Board of Appeals has recently voted to revise its rules, and proposes to increase application fees. The proposed fees are consistent with surrounding communities and more accurately reflect the cost of issuance. The Board also proposes to require that the applicant pay for the cost of publishing legal notices. This is a common practice in the Town in other departments.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to endorse the following changes to application fees for the Board of Appeals:

		Presently
Appeal from the action of the Building Inspector:	$200	100
Permit for a Variance:	$200	100
Special Permit/single family dwelling:	$200	100
Special Permit/all others:	$500	200
Application to amend, modify, or transfer:	$200	100

3. BACK UP INFORMATION ATTACHED:

a. Board of Appeals Fee Proposal
b. Board of Appeals Rules

4. SIGN OFF/APPROVAL REQUIRED:

a.	**Town Manager**	yes	no	NA	________
b.	**Town Counsel**	yes	no	NA	________
c.	**Finance Director**	yes	no	NA	________
d.	________	yes	no	NA	________

Disposition by BOS
Action taken: ________ **Present on future Agenda:** ________

Refer to/Inform: ________ **Report back to BOS on:** ________

Prepared by kpf

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
(cc: TOWN COMPTROLLER)

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-$917.55
Service Fees:	
Water Service:	$0.00
Sewer Sales:	-$3,909.75
Transfer Station Charges:	$0.00
Total Abatement:	-$4,827.30

Order #: 1117

Read and Approved: 1/7/2011

Vincent J. Roy

Water & Sewer Superintendent

Director of Public Works

For the Board of Selectmen

Date: 1/11/2011

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
PC	Greis	Michael	8577	9150	384	webster st	$0.00	-$399.80	-$884.95	-$1,284.75	OE	N
PC	hecht	charles	24059	16246	59	walnut st	$0.00	$0.00	-$541.65	-$541.65	Leak	N
PC	hammond	beverly	16329	12936	38	briarwood cir	$0.00	$0.00	-$177.55	-$177.55	leak	N
PC	foley	mark	5924	1639	37	Lincoln St	$0.00	-$412.00	-$911.85	-$1,323.85	oe	N
PC	jones	gary	7125	3644	575	great plain ave	$0.00	$0.00	-$521.20	-$521.20	leak	N
PC	webber	william	4143	16044	44	Oakcrest	$0.00	$0.00	-$623.10	-$623.10	leak	N
PC	hoffman	david	13211	1234	267	broad meadow	$0.00	-$105.75	-$249.45	-$355.20	coa	N
PC												
PC												
PC												
pc												
									Total:	-$4,827.30		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:
O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
O.E. Error = Over estimation was issued to vacant property
Leak = Leak in house or at spicket that caused loss of water, with proof of repair
O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
TWN = Town Project caused damage to private property
Equip = Equipment Malfunction
Prog. = Meters programed incorrectley causing reverse billing of irrigation and domestic water
UEW = Unexplained for water lost
P.F. = Pool Fill
Meter = Meters Crossed or entered into system incorrectley
Billing = Steps were charged incorrectly
COA = Council On Aging